7. If you want to change the choices for a yes/no, multiple-choice, or select-all-that-apply question, double-click on the question in the table
   - The Choices window displays

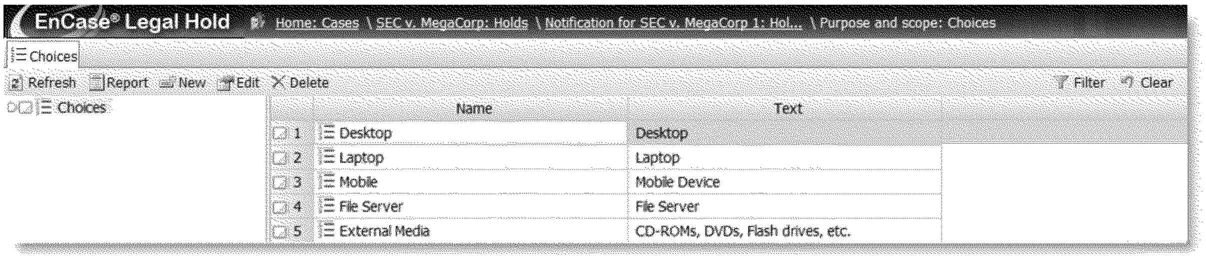


Figure 4-37 Choices window

8. Double-click the choice you wish to modify
   - The Choice dialog displays

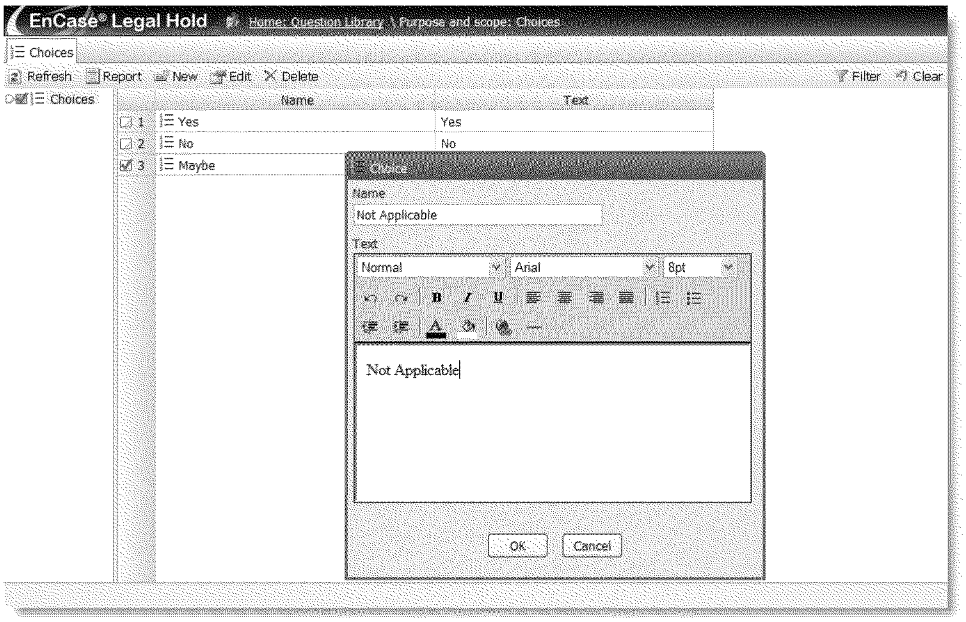


Figure 4-38 Edit the choice

9. Modify the fields as needed and click **OK**
   - The changes are saved
10. If you wish to delete the choice, select the choice and click **Delete**
    - The choice is deleted from the question

Changing the Order of the Questions in a Hold

1. Go to the hold within your current case.
   - From the Legal Hold home page in the **Cases** tab, double-click on the case name
     - A list of holds in the case appears
   - Double-click on the hold name
2. Click the **Hold Questions** tab
   - The list of existing questions displays
   - The default order of the questions shows how they are displayed in the questionnaire.
   - To return to this display order, double-click the **Display Order** column header

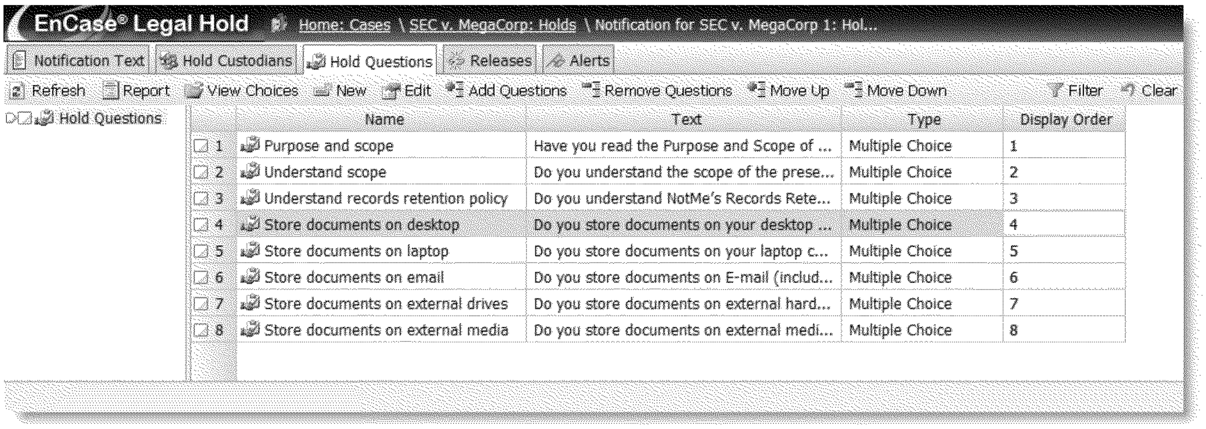


Figure 4-39 Reordering questions

3. Select the question you want to move to a different location in the display order
   - You can select and move multiple questions at the same time
4. Click **Move Up** or **Move Down** to move the selected question up or down in the display order

DELETING AND REMOVING QUESTIONS

You may need to delete a question or remove one from a hold.

Deleting a Question in the Question Library

To delete a question in the Question Library:

1. Go to the Question Library
2. From the Legal Hold home page, click the **Question Library** tab
    - The list of existing questions displays organized in folders

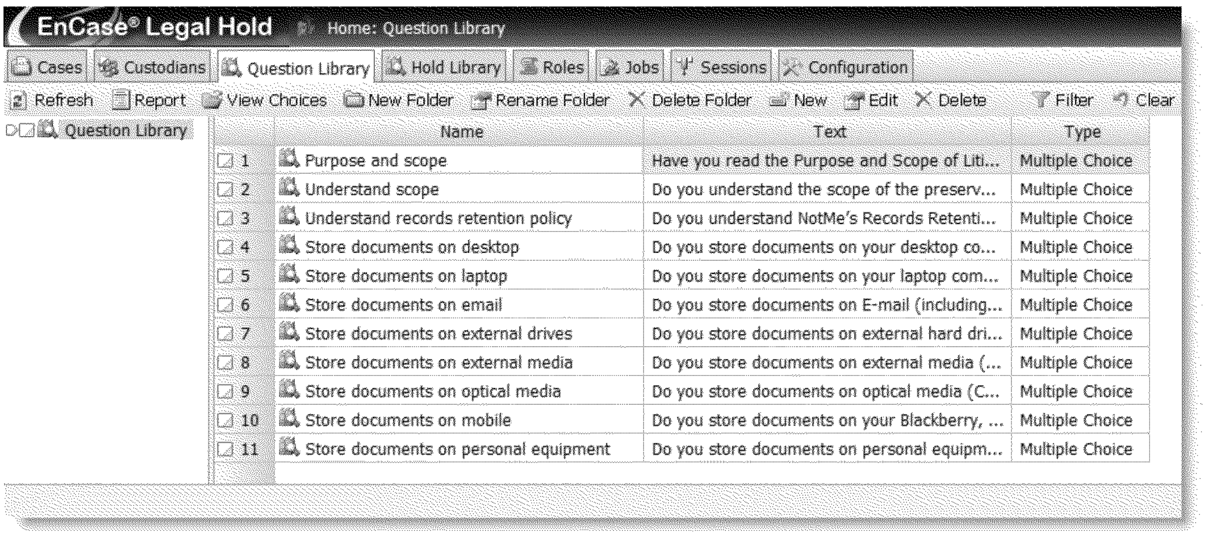


Figure 4-40 Question Library tab

3. Select the question you wish to delete and click **Delete**
    - The question is deleted from the Question Library

Deleting a Choice for a Multiple-choice Question

To delete a choice for an existing multiple-choice question:

1. Go to the Question Library
2. From the Legal Hold home page, click the **Question Library** tab
    - The list of existing questions displays, organized in folders
3. Double-click on the question in the Question Library window
    - The Choices window displays

4. Select the choice you wish to delete and click **Delete**
   - The choice is deleted

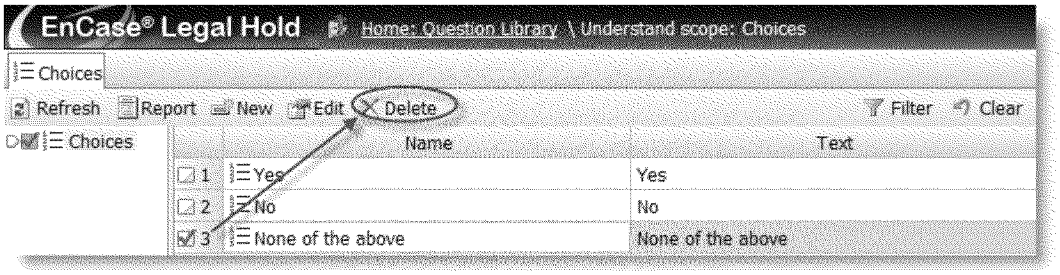


Figure 4-41 Deleting a choice

Removing a Question from a Hold

To remove a question from a hold:

1. Go to the Hold Library
2. From the Legal Hold home page, click the **Hold Library** tab
   - The list of global holds displays
3. Double-click on the hold name
   - The tabs change to show options for creating or modifying notification text and questions in the hold
4. Click the **Hold Questions** tab
   - The list of existing questions displays

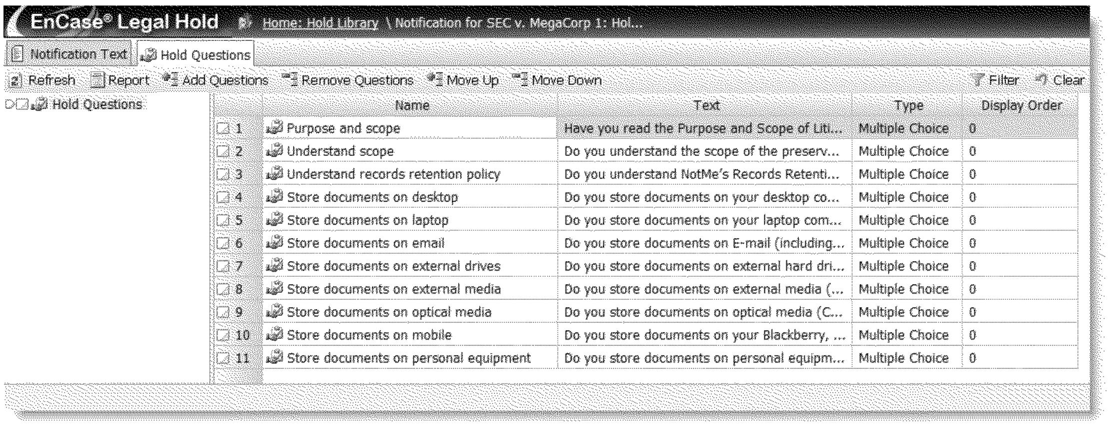


Figure 4-42 Removing a question from a hold

5. Select (blue-check) the question you wish to remove from the hold and click **Remove Questions**
   - The question remains in the Question Library but is no longer associated with this hold

Removing a Question from within a Case

You can also remove a question from within a case. To do so:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the case name
   - A list of holds in the case appears
3. Double-click on the hold name
4. Click the **Hold Questions** tab
   - The list of existing questions, if any, displays

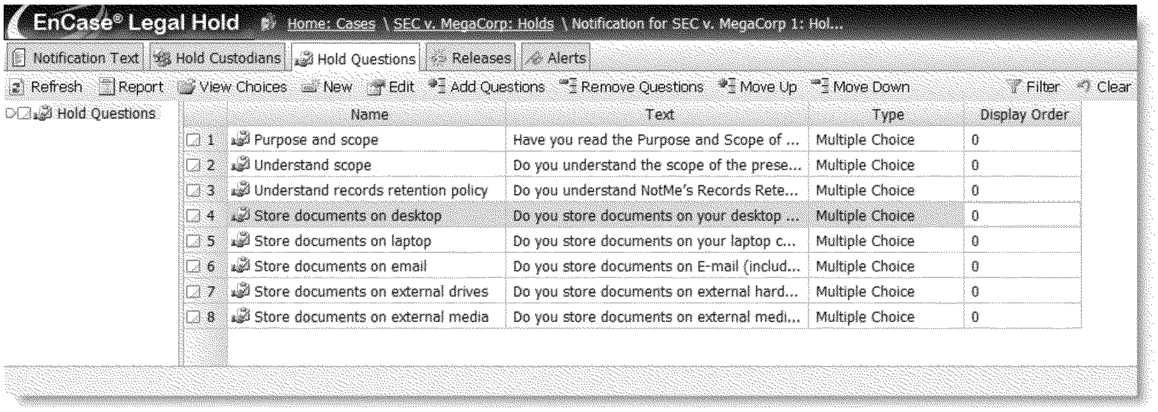


Figure 4-43 Removing a question from a hold with a case

5. Select (blue-check) the question(s) you wish to remove
6. Click **Remove**
   - The selected questions are removed from the hold

SELECTING CUSTODIANS FOR THE HOLD

Now that you have your questions created for the hold, and you have your appropriate custodians added to your case from Lesson 3, Cases and Custodians, you can identify which custodians to notify in your hold.

You can select the hold custodians from the global custodian list or you can create a new custodian from within the hold.

Even after a notification is sent, you can add a custodian to a hold. However once a notification is sent, you cannot change questions or remove custodians that have been sent the notification. This is to preserve the integrity of the legal hold process.

Selecting a Custodian for the Hold from the Case Custodian List

To select a custodian for the hold from the case custodian list:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the case name
   - A list of holds in the case appears
3. Double-click on the hold name
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

     NOTE: Every custodian and hold is assigned a GUID (a globally unique identifier), which enables accurate tracking of this litigation hold.

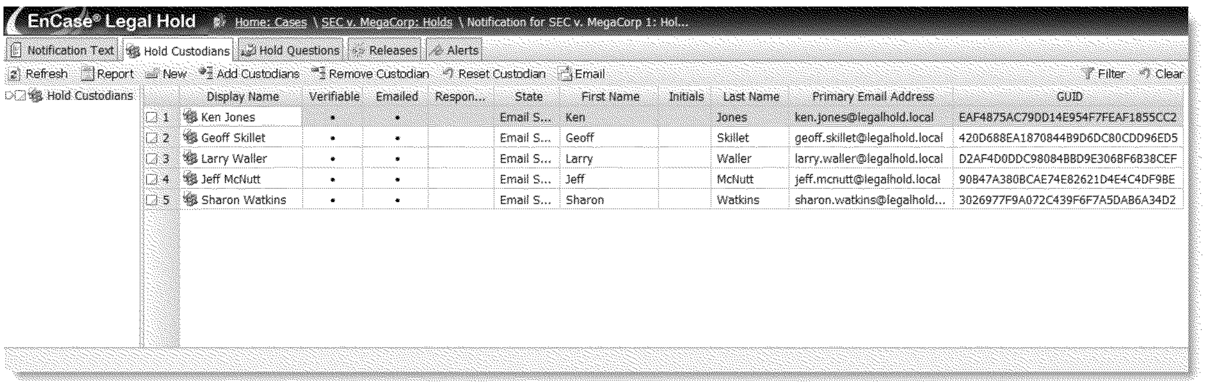


Figure 4-44 Hold Custodians selected from case list

5. Click **Add Custodians**
   - The Case Custodians window displays with the Case Custodians tab selected

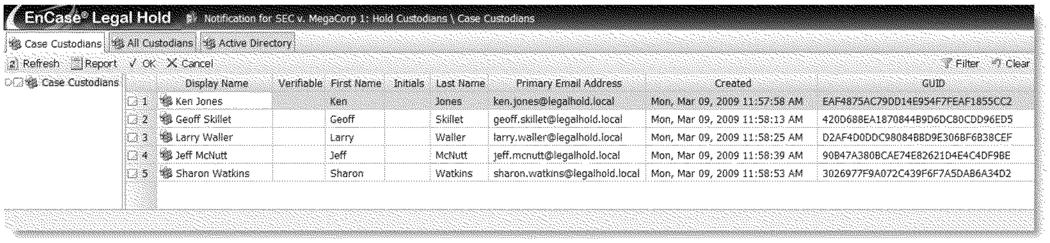


Figure 4-45 Select and add the case custodians

6. Select (blue-check) the custodians you wish to associate with the case and click **OK**
   - The Case Custodians window closes and returns you to the previous screen

Selecting a Custodian for the Hold from the Global Custodian List

You can also select a custodian for the hold from the Global Custodian List. To do so:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

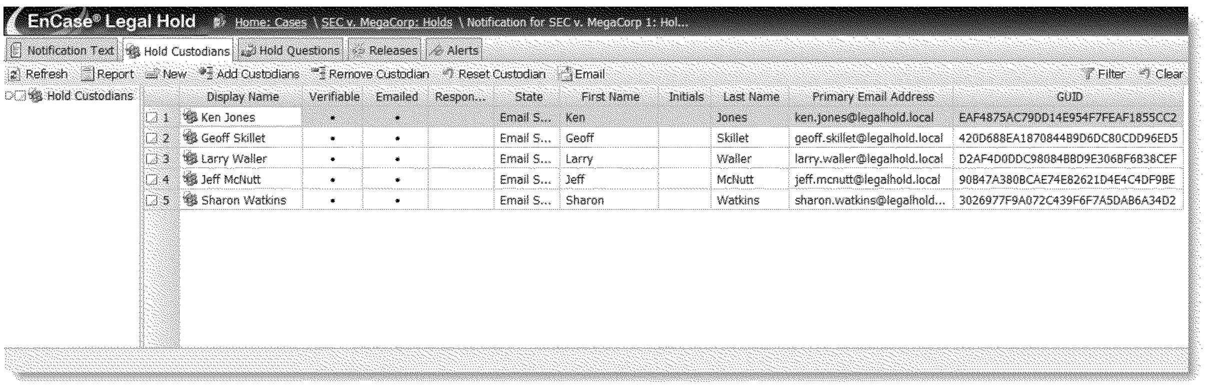


Figure 4-46 Open the Hold Custodians tab

5. Click **Add Custodians**
   - The Case Custodians window displays with the Case Custodians tab selected

6. Click **All Custodians**
   - All custodians in the global custodian list appear

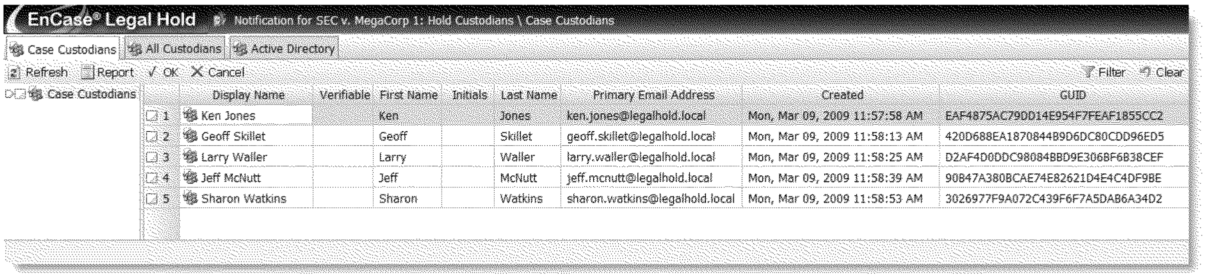


Figure 4-47 Select and add the custodians from the global list

7. Select the global custodians that you wish to associate with the hold and click **OK**
   - The Case Custodians window closes and returns you to the previous screen
   - The selected custodians are associated with the case if they were not already associated with it

CREATING A CUSTODIAN FROM WITHIN A HOLD

There might be an occasion where you wish to create a custodian within a hold. It is recommended that custodians be selected from the global custodian list imported from the ECC database; however to create a custodian from within a hold:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

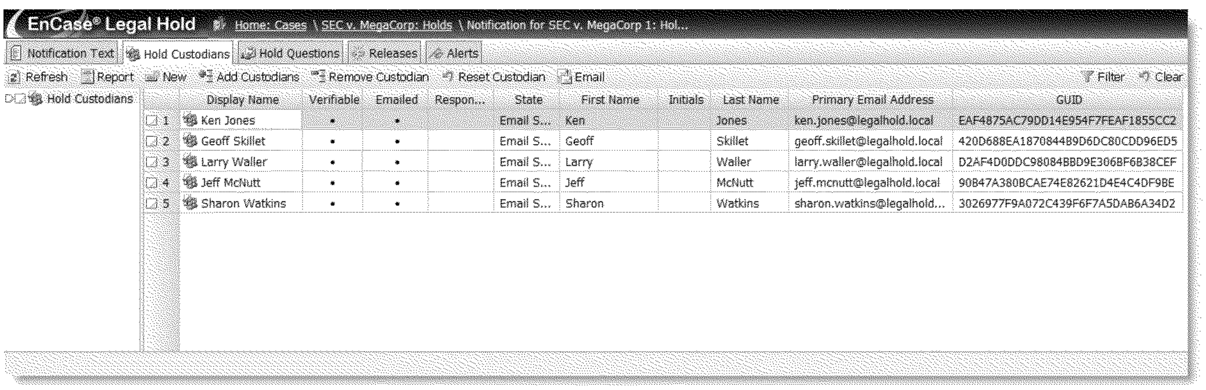


Figure 4-48 Hold Custodians tab

5. Click **New**
   - The Custodian dialog displays

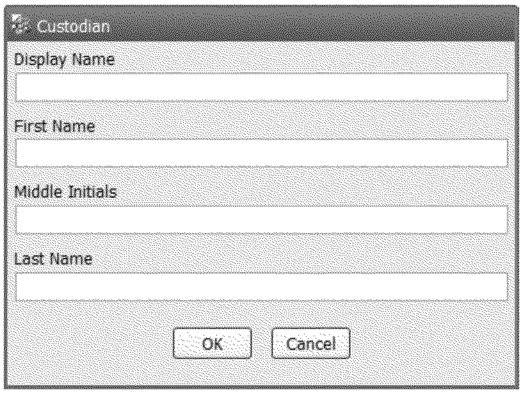


Figure 4-49 Create a new custodian

6. Fill in the fields
   - The display name is required
7. Click **OK**
   - The custodian is associated with the hold and is saved as one of the custodians in the current case
   - It is also saved in the Global Custodian List

Adding an Email Address for a Custodian from Within a Hold

You can add an email address for a custodian from within a hold in the same window. To do so:

1. Stay in the **Hold Custodians** tab
   - The list of custodians in the case is displayed

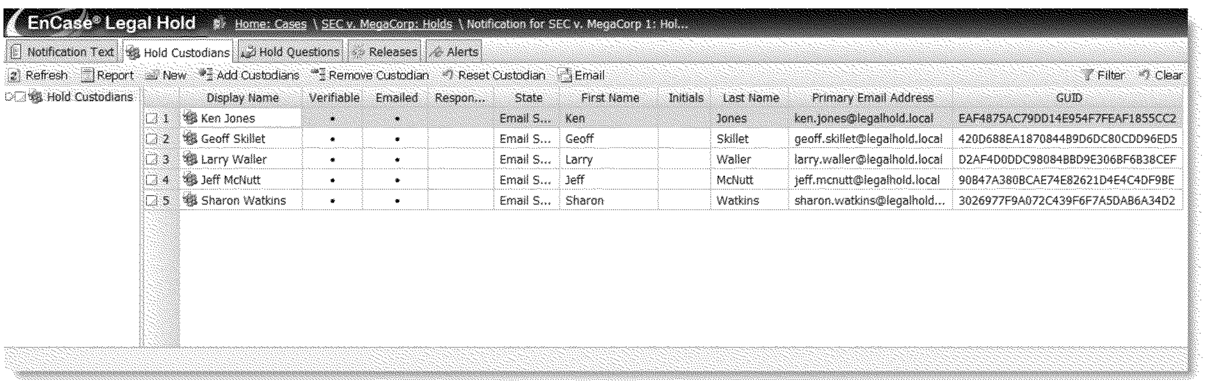


Figure 4-50 Hold Custodians tab

2. Double-click on a custodian name
   - The list of email addresses belonging to that custodian displays

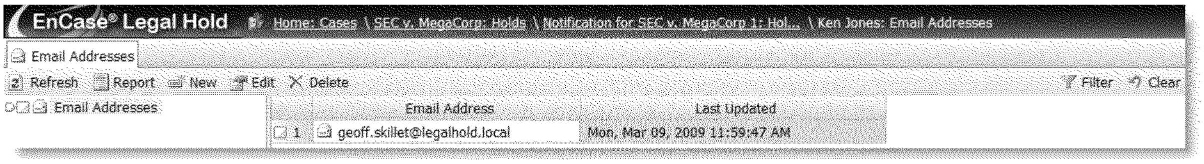


Figure 4-51 Adding an email address

3. Click **New**
   - The Custodian Email Address dialog displays

Figure 4-52 Custodian Email Address dialog box

4. Enter the email address for the custodian and click **OK**
   - The new email address is only saved within the current case
5. Repeat for as many email addresses as you wish to enter

Modifying a Custodian's Email from Within a Hold

You can modify an email address for a custodian from within a hold in the same window. To do so:

1. In the **Hold Custodians** tab the list of custodians in the case is displayed

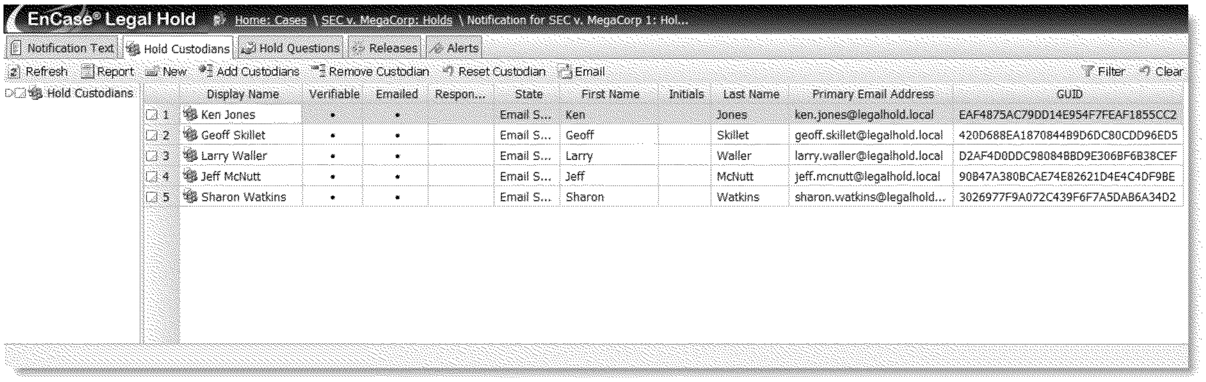


Figure 4-53 Hold Custodians tab

2. Double-click on a custodian name
    - The list of email addresses belonging to that custodian displays

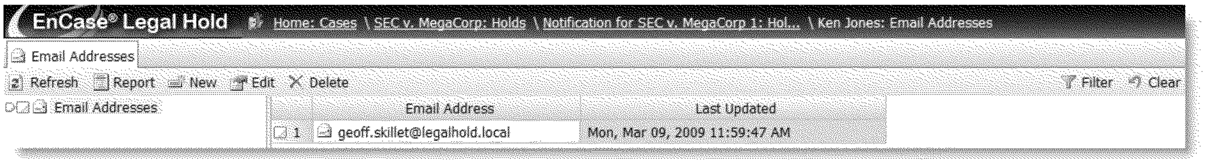


Figure 4-54 Custodian email address(es)

3. Select (blue-check) the email address you wish to modify
4. Click **Edit**
    - The Custodian Email Address dialog displays showing the current address

Figure 4-55 Modify a custodian email address

5. Change the email address for the custodian and click **OK**
    - The modified email address is only saved within the current case

REMOVING A CUSTODIAN FROM A HOLD

You may have cause to remove a custodian from a hold before a hold notification is sent. To do so:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

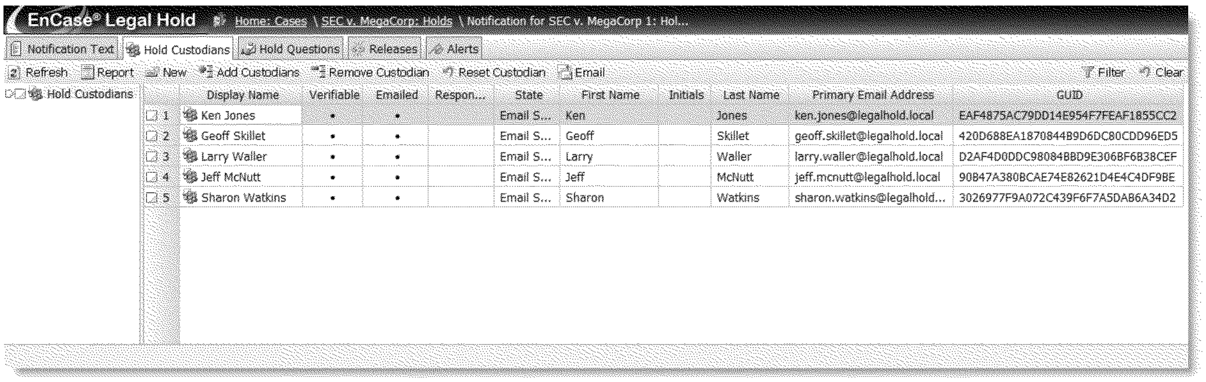


Figure 4-56 Remove a custodian from a hold

5. Select (blue-check) the custodians you wish to remove
6. Click **Remove Custodian**
   - The custodians are disassociated from the hold
   - They remain a part of the case and global list of custodians

   NOTE: You can only remove a custodian from a hold before a hold notification has been sent to that custodian.

Notes

Notes

Notes

Lesson 5

Hold Notifications

SENDING HOLD NOTIFICATIONS

After you have constructed the hold in Lesson 4, Creating a Hold, you have a variety of options for notifying the target custodians. You can send the hold to all custodians, newly created custodians, or newly updated custodians.

You can also set recurrence options that will remind custodians of the hold. You can always add a custodian to the hold regardless of the state of the hold. However once the hold notification has been sent to a custodian, you can no longer remove that custodian from the hold. You would need to formally release that custodian, which is covered in this lesson.

If an email notification has not been received or read or if a custodian needs to resubmit their answers for some reason, you can reset the custodian and resend the notification email.

Previewing a Hold Notification

Before sending the hold notification, it is common to wish to preview it as it will be going to many custodians and will be part of the legal record. To preview a hold notification:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
    - A list of holds in the case appears

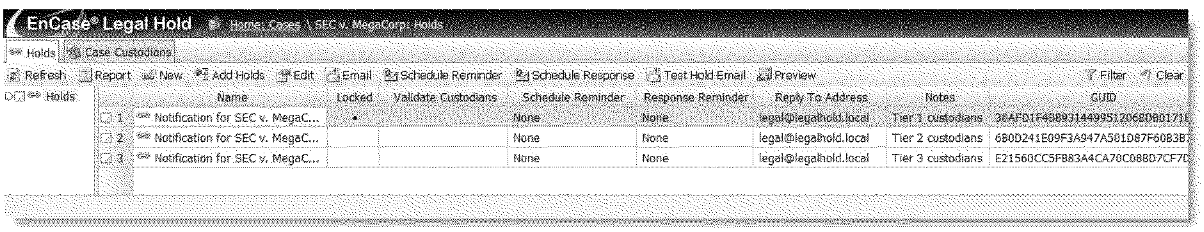
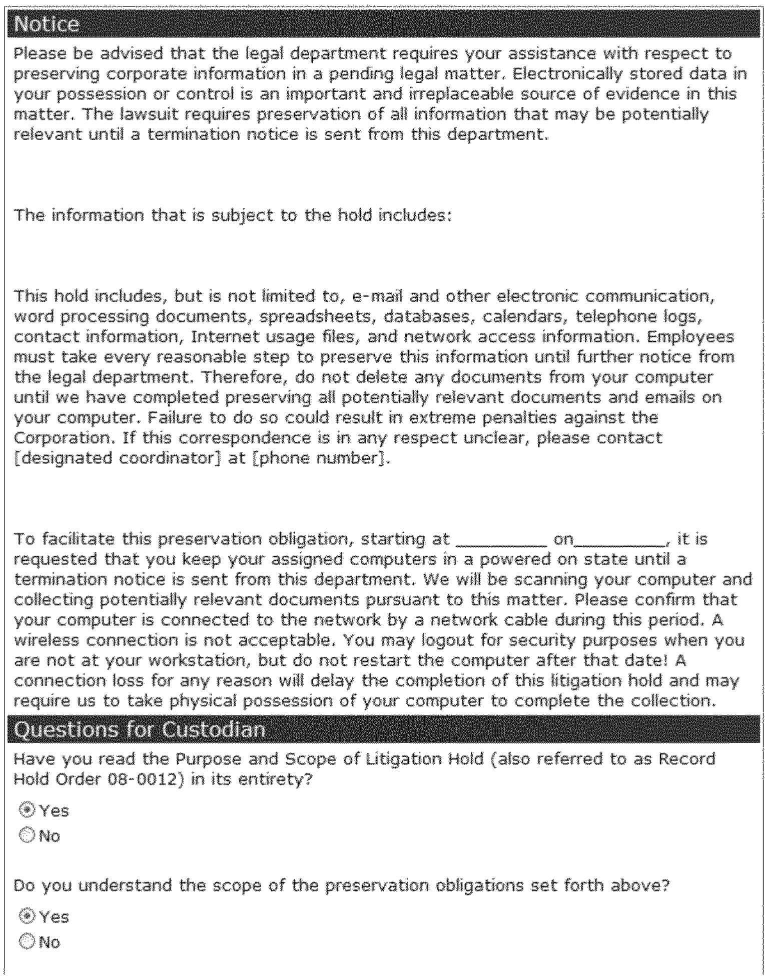


Figure 5-1 Preview a hold notification

3. Select (blue-check) the hold you wish to preview

4. Click **Preview**

 - A new browser window or tab opens showing the hold notification as it will appear to the custodian recipients



Notice

Please be advised that the legal department requires your assistance with respect to preserving corporate information in a pending legal matter. Electronically stored data in your possession or control is an important and irreplaceable source of evidence in this matter. The lawsuit requires preservation of all information that may be potentially relevant until a termination notice is sent from this department.

The information that is subject to the hold includes:

This hold includes, but is not limited to, e-mail and other electronic communication, word processing documents, spreadsheets, databases, calendars, telephone logs, contact information, Internet usage files, and network access information. Employees must take every reasonable step to preserve this information until further notice from the legal department. Therefore, do not delete any documents from your computer until we have completed preserving all potentially relevant documents and emails on your computer. Failure to do so could result in extreme penalties against the Corporation. If this correspondence is in any respect unclear, please contact [designated coordinator] at [phone number].

To facilitate this preservation obligation, starting at _________ on_________, it is requested that you keep your assigned computers in a powered on state until a termination notice is sent from this department. We will be scanning your computer and collecting potentially relevant documents pursuant to this matter. Please confirm that your computer is connected to the network by a network cable during this period. A wireless connection is not acceptable. You may logout for security purposes when you are not at your workstation, but do not restart the computer after that date! A connection loss for any reason will delay the completion of this litigation hold and may require us to take physical possession of your computer to complete the collection.

Questions for Custodian

Have you read the Purpose and Scope of Litigation Hold (also referred to as Record Hold Order 08-0012) in its entirety?

(•) Yes
( ) No

Do you understand the scope of the preservation obligations set forth above?

(•) Yes
( ) No

Figure 5-2 Previewing a hold notification

Sending a Hold Notification

When you have finished previewing the hold notification and making any edits or adjustments, you are ready to send the hold notification to the custodians. To send a hold notification:

1. Go to a hold within your current case
2. From the Cases tab on the Legal Hold home page, double-click on the case name
   - A list of holds in the case appears

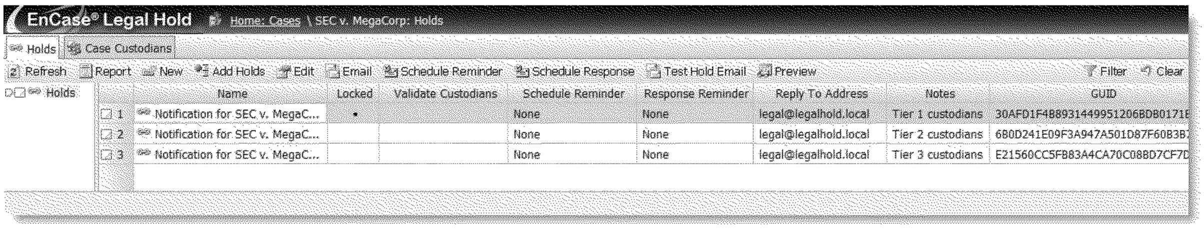


Figure 5-3 Select the hold(s) to send

3. Select (blue-check) the hold(s) you wish to send
4. Click **Email**
   - The Send Hold dialog appears

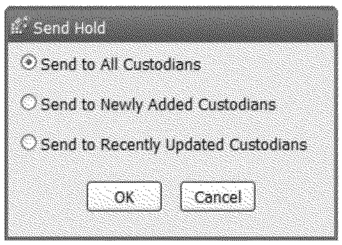


Figure 5-4 Send the hold to the custodians

5. Select one option for sending the hold notification:
   - **Send to All Custodians** – Sends the hold notification to all custodians currently associated with the hold
   - **Send to Newly Added Custodians** – Sends the hold to all custodians that you have added since you last sent this hold notification
   - **Send to Recently Updated Custodians** – Sends the hold to all custodians that have had any information changed since this hold notification was last sent
6. Click **OK**

Sending a Hold Notification to Specific Custodians

You may need to send a hold notification to only specific custodians. To do so:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the case name
   - A list of holds in the case appears
3. Double-click on the hold name
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

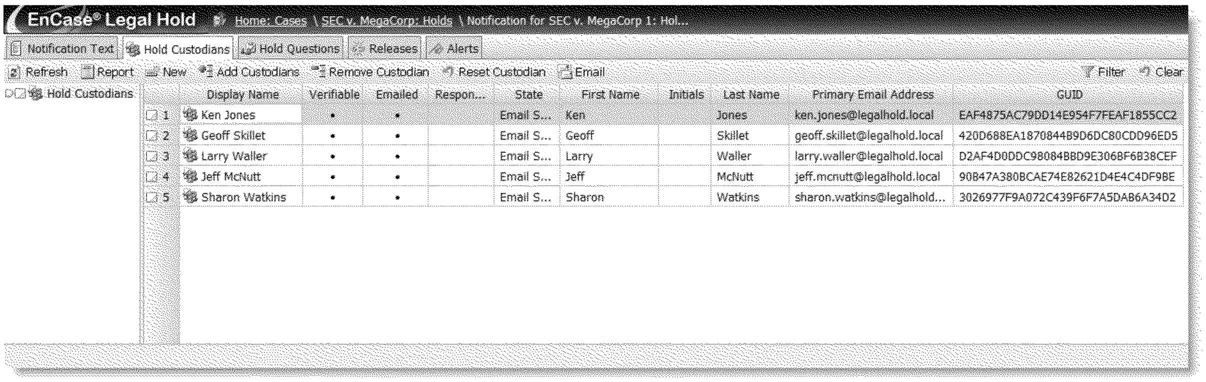


Figure 5-5 Sending the hold to select custodians

5. Select (blue-check) the custodian(s) to whom you want to send the hold notification
6. Click **Email**
   - The hold notification is sent to those custodians

RESENDING A HOLD NOTIFICATION

There might be circumstances that require resending a hold notification. Some examples include:

- The email was sent but not received
- The custodian submitted incorrect answers to the questions and needs to change them
- A custodian's officemate mistakenly responded to the email, so the custodian needs to enter the answers personally
- The custodian has been released accidently from the hold

To resend a hold notification, an administrator can reset the custodian's status. The notification is resent automatically.

A custodian can only be reset if the custodian has submitted answers or has been released from the current hold.

Resetting a Custodian

To reset a custodian:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Open the **Hold Custodians** tab
   - The list of custodians in the case displays

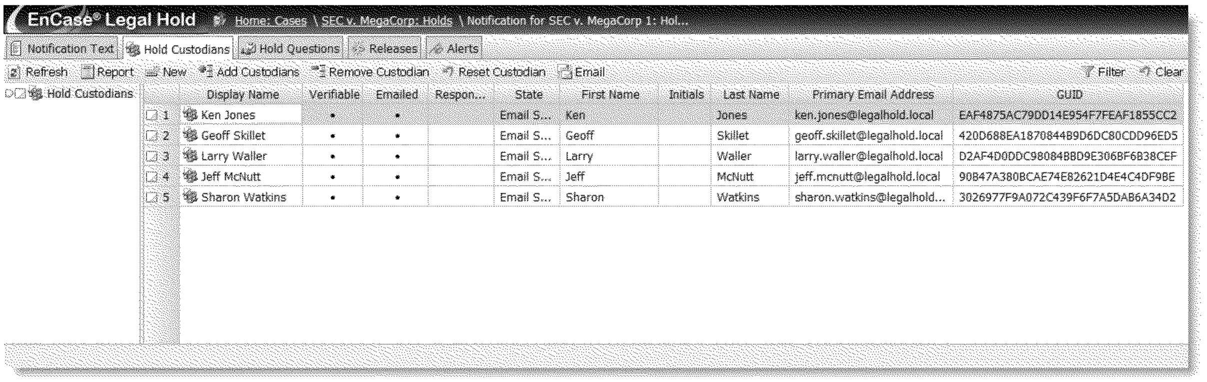


Figure 5-6 Resetting a custodian

5. Select (blue-check) the custodian(s) you wish to reset
6. Click **Reset Custodian**
   - The checked custodian's state is reset to **Assigned**
   - The hold notification is automatically resent
   - The custodian can resubmit answers

RECURRING HOLD NOTIFICATIONS

A hold can be configured to automatically send recurring reminders to custodians to ensure that the custodians do not forget that they have agreed to retain documents according to the requirements of the hold. These reminders may be required by the court or by corporate policy.

- Recurring reminders do not remind the custodian to submit their answers to the hold; they simply remind the custodian that they are still subject to the hold. However, you can set up a Response Reminder, covered later in this lesson.
- Recurring reminders also remind the custodian that they are still subject to the hold.
- Recurring reminders are sent only to those custodians subject to the hold. Released custodians do not receive the reminders.
- There is no need for the custodian to reply to the reminder in any way.

You can create a standard subject line and text for all recurring reminder emails. Once created this subject line and text is automatically used for all reminders you send out.

Setting a Recurring Notification Schedule

To set a recurring notification schedule:

1. Go to a hold within your current case
2. From the **Cases** tab on the Legal Hold home page, double-click on the desired case name
    - A list of holds in the case appears

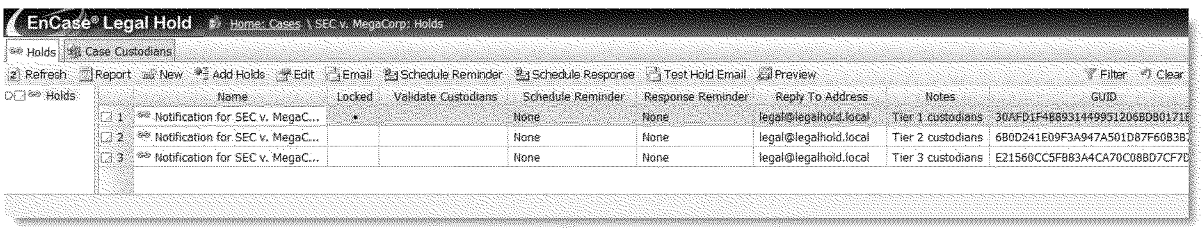


Figure 5-7 Open the case

3. Select (blue-check) the hold(s) you wish to send on a recurring basis
4. Click **Schedule Reminder**
    - The Set Recurrence Schedule dialog displays

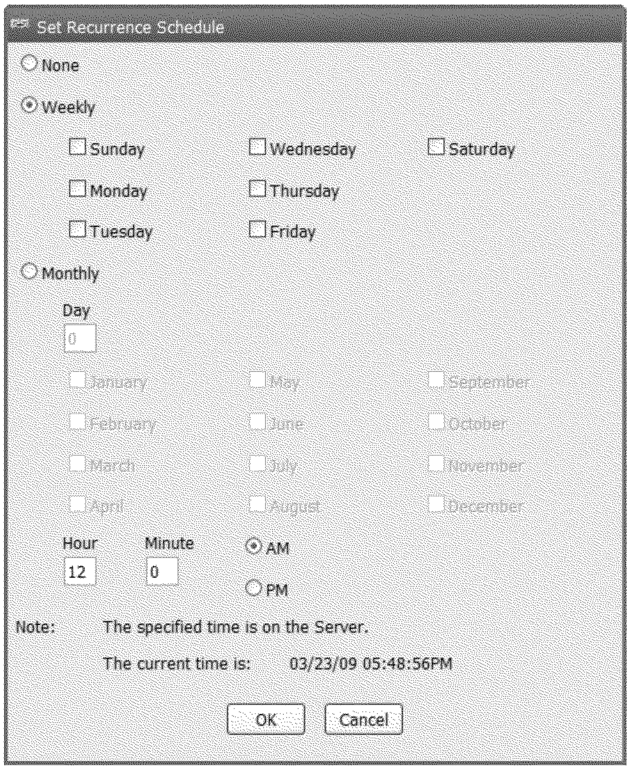


Figure 5-8 Set the reminder recurrence schedule

5. Select the options you require
   - Reminders can be configured on either a weekly or a monthly basis:
     - **Weekly** – Reminders can be sent on the specified day(s) of the week, every week
       - For example if you wanted to send a reminder to the custodian every Friday, you would select **Weekly** and then check the **Friday** checkbox
     - **Monthly** – Reminders can be sent on the specified day of the month for the selected month(s)
       - For example if you want to send a reminder to the custodian on the first of every month, select **Monthly**, type the number **1** in the Day box, and check the checkbox next to the name of every month
       - If you want to skip a monthly reminder, clear the checkbox next to that month
       - If you wish to send a reminder every second month, check the boxes next to the months in which you wish to send the reminder

- Select the time the reminders should be sent by specifying the Hour and Minute and selecting either AM or PM
  - Base the time you select on the time you wish the email to be sent from your EnCase® Legal Hold server
    - The time you enter should therefore be the server's time not necessarily your local time or the local time(s) of the recipients

      NOTE: Some servers may not be adjusted to compensate for Daylight Savings Time. If you are in doubt about the server's time settings, contact your network administrator.
    - The current time of the EnCase Legal Hold server is shown in the dialog for your reference

6. When done, click **OK**

   NOTE: The schedule for a recurring notification can be modified after a hold notification has been sent.

Creating Standard Subject Lines and Text for Reminders

To create standard subject lines and text for reminders, you need to be logged in as an Administrator or be assigned the right to configure EnCase Legal Hold. When you have the proper permissions:

1. From the Legal Hold home page, click the **Configuration** tab
   - The Configuration window displays

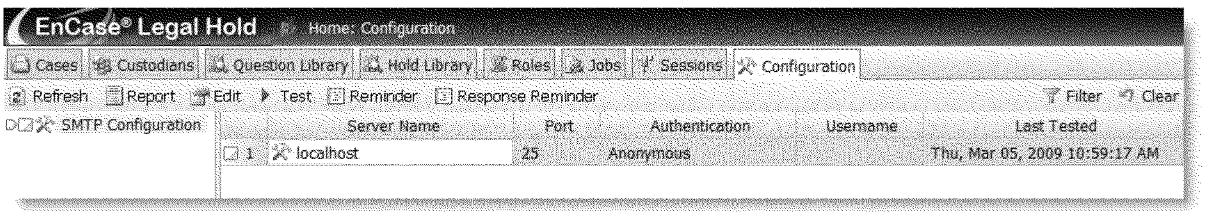


Figure 5-9 Configure a reminder email

2. Click **Reminder**
    - The Reminder dialog appears

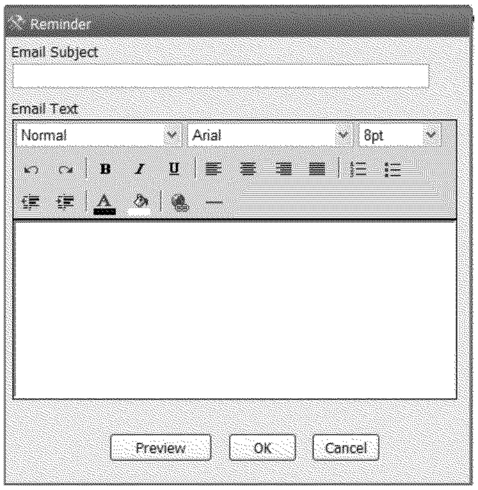


Figure 5-10 Reminder dialog box

3. Enter the subject and text for the recurring reminder email
4. Click **Preview** to preview the reminder
    - A Send Preview Email dialog displays

Figure 5-11 Send Preview Email dialog box

- Enter the email address to which you want to send a test email
- Click **OK**
    - The email is sent to the email address you entered

5. Click **OK** to create the reminder

Reminder Email Example

The content of your reminder email will be unique to your case and organization, and you should obtain the verbiage to be used from your Legal Department. The following is an example of a reminder email and is not intended to be legal advice.

Email Subject Example

REMINDER - Legal Hold

Email Text Example

This is a reminder that the Office of General Counsel requires your assistance with respect to preserving corporate information in the above-referenced matter. Electronically stored data is an important and irreplaceable source of discovery and/or evidence in this matter.

The lawsuit requires preservation of all information from the Corporation's computer systems, removable electronic media, and other locations relating to this investigation. This includes, but is not limited to, email and other electronic communication, word processing documents, spreadsheets, databases, calendars, telephone logs, contact manager information, Internet usage files, and network access information.

Employees must take every reasonable step to preserve this information until further notice from the Office of General Counsel. Failure to do so could result in extreme penalties against the Corporation. If this correspondence is in any respect unclear, please contact [designated coordinator] at [phone number].

REMINDING CUSTODIANS TO RESPOND

Using Legal Hold, you can create and schedule response reminder email notices to all custodians who have not yet responded to your hold notification.

Creating Response Reminders

To create a response reminder:

1. From the Legal Hold home page, click the **Configuration** tab
    - The Configuration window displays the interface below

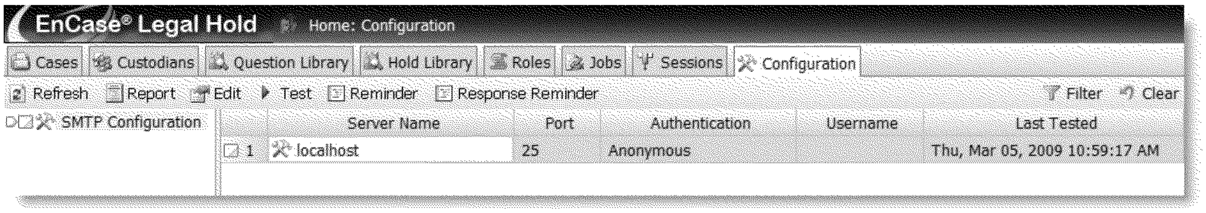


Figure 5-12 Configuration tab

2. Click **Response Reminder**
    - The Reminder dialog appears

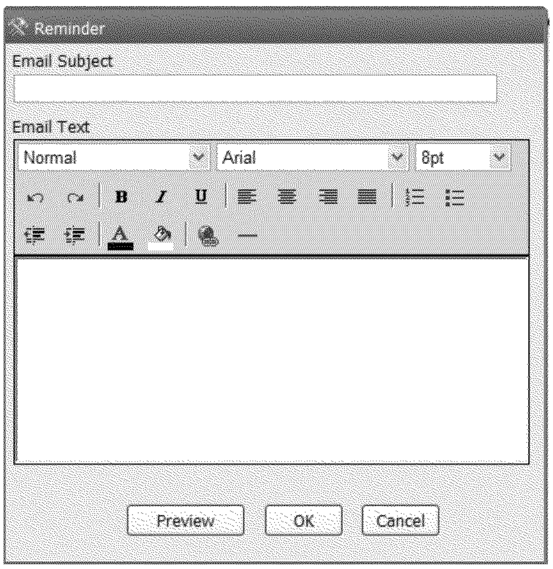


Figure 5-13 Reminder dialog box

3. Enter the subject and text for the response reminder
   - You can copy and paste formatted text from Microsoft Word into Legal Hold
     - Most formatting is preserved exactly, however, some formatting such as tables and bullets may have to be slightly adjusted
4. Click **Preview** to preview the response reminder
   - A Send Preview Email dialog displays

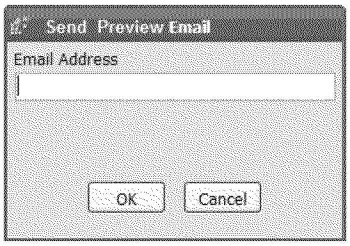


Figure 5-14 Send Preview Email dialog box

   - Enter the email address to which you want to send a test email
   - Click **OK**
     - The email is sent to the email address you entered
5. Click **OK** to create the response reminder

Scheduling Response Reminders

To schedule a response reminder:

1. Go to a hold within your current case
   - From the **Cases** tab on the Legal Hold home page, in, double-click on the desired case name
   - A list of holds in the case appears

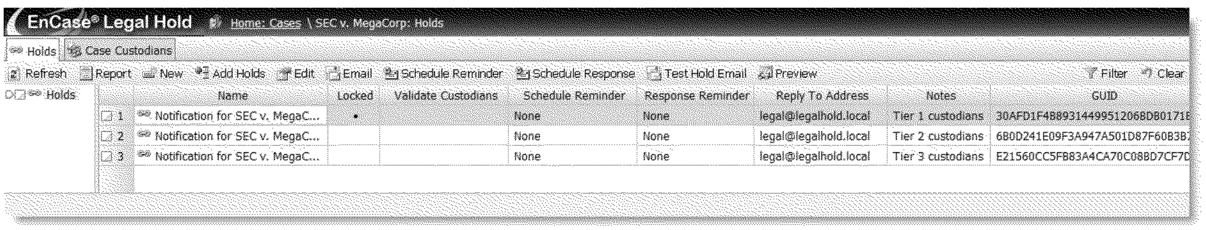


Figure 5-15 Holds in the case

2. Select the hold for which you want to send custodians response reminders
3. Click **Schedule Response**
   - The Set Recurrence Schedule dialog displays

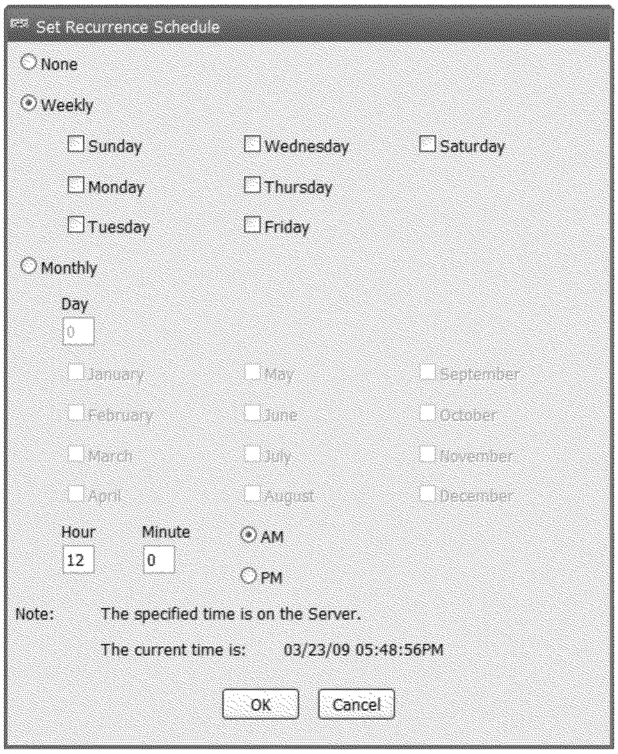


Figure 5-16 Set Recurrence Schedule dialog box

4. Select the options you require
   - Reminders can be configured on either a weekly or a monthly basis:
     - **Weekly** – Reminders can be sent on the specified day(s) of the week, every week
       - For example if you wanted to send a reminder to the custodian every Friday, you would select **Weekly** and then check the **Friday** checkbox
     - **Monthly** – Reminders can be sent on the specified day of the month for the selected month(s)
       - For example if you want to send a reminder to the custodian on the first of every month, select **Monthly**, type the number **1** in the Day box, and check the checkbox next to the name of every month
       - If you want to skip a monthly reminder, clear the checkbox next to that month
       - If you wish to send a reminder every second month, check the boxes next to the months in which you wish to send the reminder

- Select the time the reminders should be sent by specifying the Hour and Minute and selecting either AM or PM
  - Base the time you select on the time you wish the email to be sent from your EnCase Legal Hold server
    - The time you enter should therefore be the server's time not necessarily your local time or the local time(s) of the recipients

      NOTE: Some servers may not be adjusted to compensate for Daylight Savings Time. If you are in doubt about the server's time settings, contact your network administrator.
  - The current time of the Legal Hold server is shown in the dialog for your reference

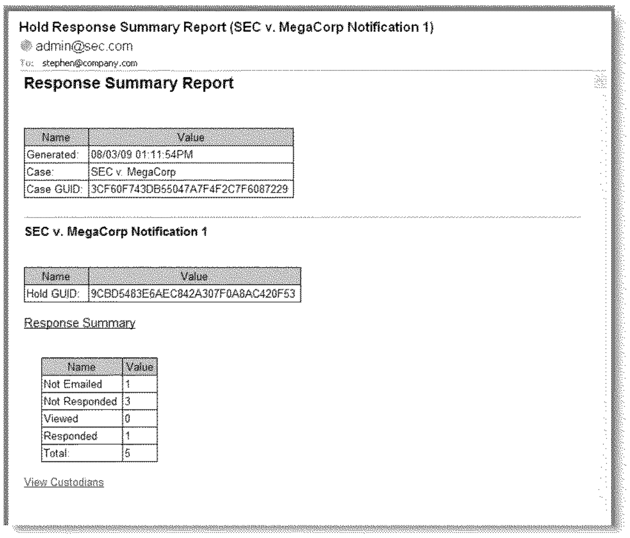
5. When done, click **OK**

NOTE: The schedule for a recurring response reminder can be modified after a hold notification has been sent.

ADMINISTRATOR ALERTS

Once a hold notification has been sent out, you can send an alert to selected administrators showing the following statistics:

- The number of custodians who have replied to the hold notification
- The number of custodians who have looked at the hold notification but have not replied
- The number of custodians who have neither looked at the hold nor responded


Hold Response Summary Report (SEC v. MegaCorp Notification 1)
admin@sec.com
To: stephen@company.com

Response Summary Report

Name	Value
Generated:	08/03/09 01:11:54PM
Case:	SEC v. MegaCorp
Case GUID:	3CF60F743DB55047A7F4F2C7F6087229

SEC v. MegaCorp Notification 1

Name	Value
Hold GUID:	9CBD5483E6AEC842A307F0A8AC420F53

Response Summary

Name	Value
Not Emailed	1
Not Responded	3
Viewed	0
Responded	1
Total:	5

View Custodians

Figure 5-17 Response summary report to administrator

When the recipient of the alert clicks the **View Custodians** link, Legal Hold displays all the custodians in the hold.

NOTE: Custodians may have to enter their credentials to open the View Custodians link.

Creating a New Recipient for an Alert

To create a new recipient for an alert:

1. Go to a hold within your current case
   - From the Cases tab on the Legal Hold home page, in, double-click on the case name
   - A list of holds in the case appears
2. Double-click on the hold name
3. Open the Alerts tab
   - A list of all recipients for the hold's alerts displays

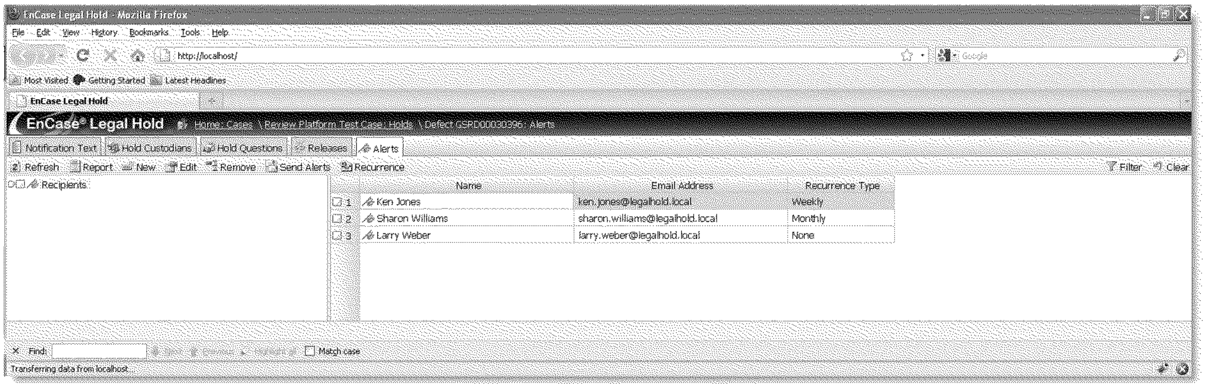


Figure 5-18 Alerts tab

4. Click **New Recipient**
   - A Create Alert dialog displays

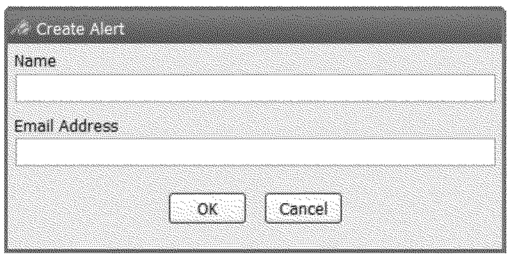


Figure 5-19 Create Alert dialog box

5. Enter the correct name and email address for the recipient you want to add and click **OK**

Sending an Alert

To send an alert:

1. Go to a hold within your current case
    - From the Cases tab on the Legal Hold home page, in, double-click on the case name
    - A list of holds in the case appears
2. • Double-click on the hold name
3. Open the **Alerts** tab
    - A list of all recipients for the hold's alerts displays

Figure 5-20 Alerts tab

4. Select all intended recipients by blue-checking the box beside each name
5. Click **Send Alerts**
    - An email is generated and sent to the recipients, showing the Response Summary report
    - Clicking the **View Custodians** hyperlink at the bottom of the email displays all the custodians in the hold

      NOTE: Custodians may have to enter their credentials to open the View Custodians hyperlink.

Scheduling an Alert

Go to a hold within your current case

1. From the Cases tab on the Legal Hold home page, in, double-click on the case name
   - A list of holds in the case appears
2. Double-click on the hold name
3. Open the **Alerts** tab
   - A list of all recipients for the hold's alerts displays

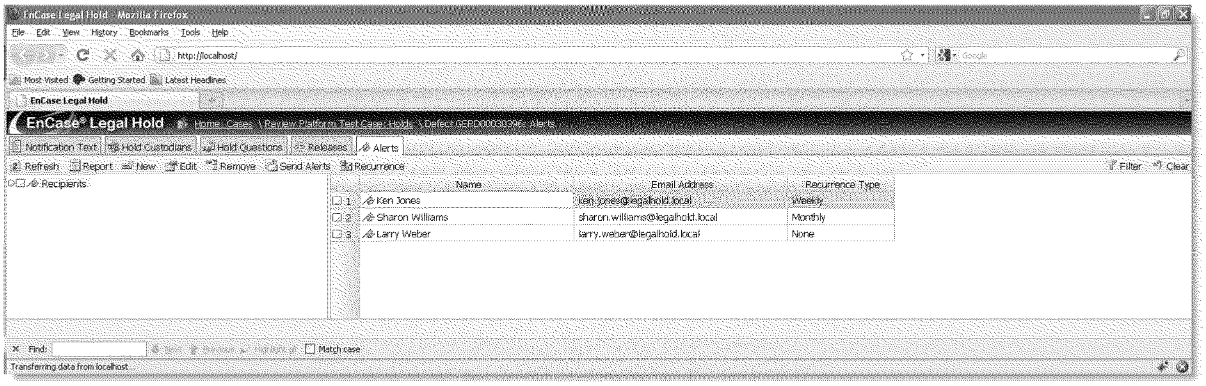


Figure 5-21 Alerts tab

4. Click **Recurrence**
   - The Set Recurrence Schedule dialog displays

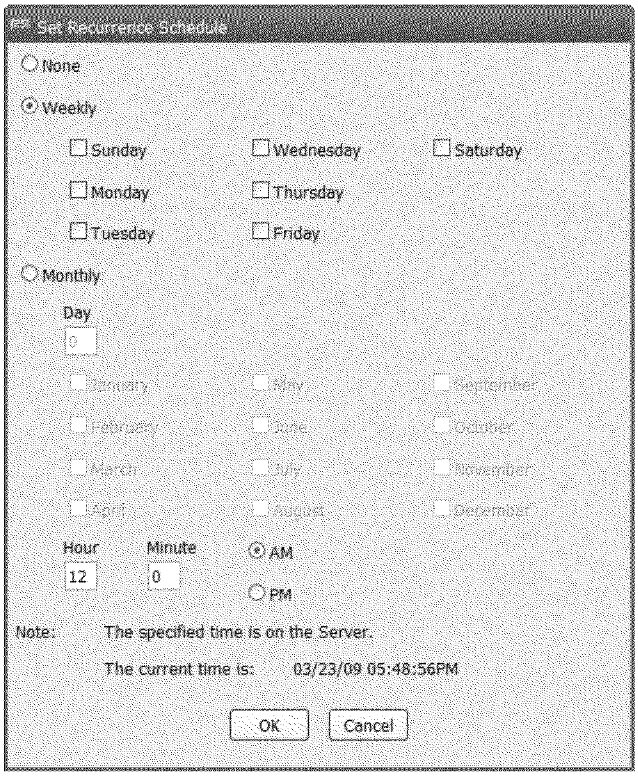


Figure 5-22 Set Recurrence Schedule

5. Select the options you require
   - Alerts can be configured on either a weekly or a monthly basis
     - **Weekly** – Reminders can be sent on the specified day(s) of the week, every week
       - For example if you wanted to send a reminder to the custodian every Friday, you would select **Weekly** and then check the **Friday** checkbox
     - **Monthly** – Reminders can be sent on the specified day of the month for the selected month(s)
       - For example if you want to send a reminder to the custodian on the first of every month, select **Monthly**, type the number **1** in the Day box, and check the checkbox next to the name of every month
       - If you want to skip a monthly reminder, clear the checkbox next to that month
       - If you wish to send a reminder every second month, check the boxes next to the months in which you wish to send the reminder

- Select the time the reminders should be sent by specifying the Hour and Minute and selecting either AM or PM
    - Base the time you select on the time you wish the email to be sent from your EnCase Legal Hold server
        - The time you enter should therefore be the server's time not necessarily your local time or the local time(s) of the recipients

          NOTE: Some servers may not be adjusted to compensate for Daylight Savings Time. If you are in doubt about the server's time settings, contact your network administrator.
    - The current time of the Legal Hold server is shown in the dialog for your reference

6. When done, click **OK**

Notes

Notes

Notes

Lesson 6

Custodian Releases

RELEASING A CUSTODIAN

A custodian is considered to be ***held after physical acceptance*** of the hold notification. This typically requires the *act* of submitting a questionnaire or other notification document. Therefore we consider a custodian to be held only after they submit their responses to the notification. Some cases may require only one notification be sent. Other cases may require recurring notifications.

A custodian is not released from a hold until a release notification is sent. The custodian does not have to respond to the release notification in any way for the release to be in effect. The only requirement is that a release be sent.

Creating a Release

Creating and sending a release is very similar to creating a hold. You cannot create a release until you have sent out the hold notification.

To create a new release:

1. Go to the releases for a hold within your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   a) A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab

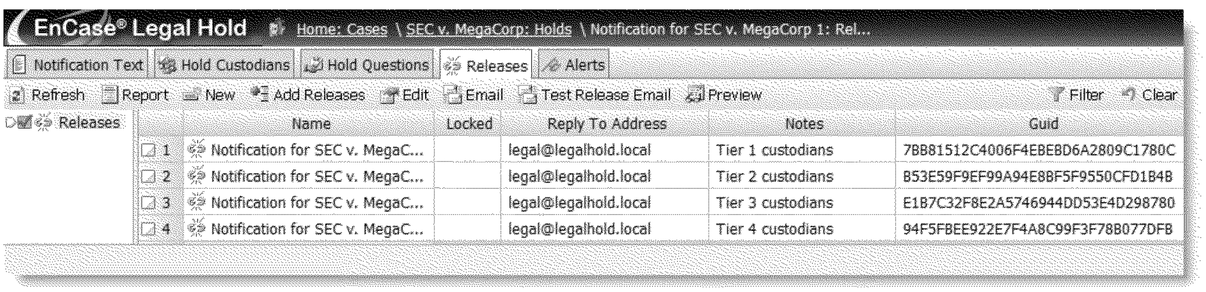


Figure 6-1 Open the holds for a case

5. Click **New**
   - The release dialog displays

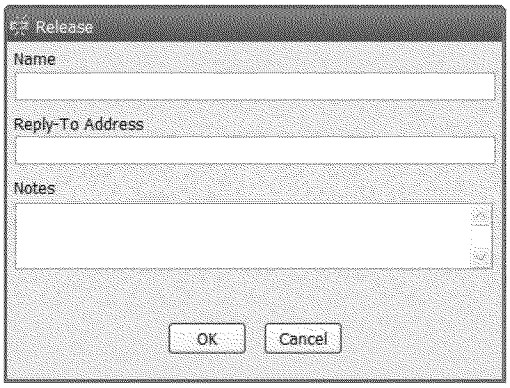


Figure 6-2 New Releases tab

6. Fill in the name of the release and any notes
7. The Reply-To Address is the email address from which the email will appear to be sent when mailed
8. Click **Preview** to preview the release
9. Click **Test Release Email** to preview and test the release
   - A Release Email Test dialog displays.

Figure 6-3 Release Email Test dialog box

10. Enter the email address to which you want to send a test email
11. Click OK. The email is sent to the email address you entered
12. Click **OK**
    - The release is saved and associated with the hold

Adding an Existing Release to Your Case

You can use a hold in the Hold Library as a template for a new release.

To add an existing release to your case:

1. Go to the releases for a hold within your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab

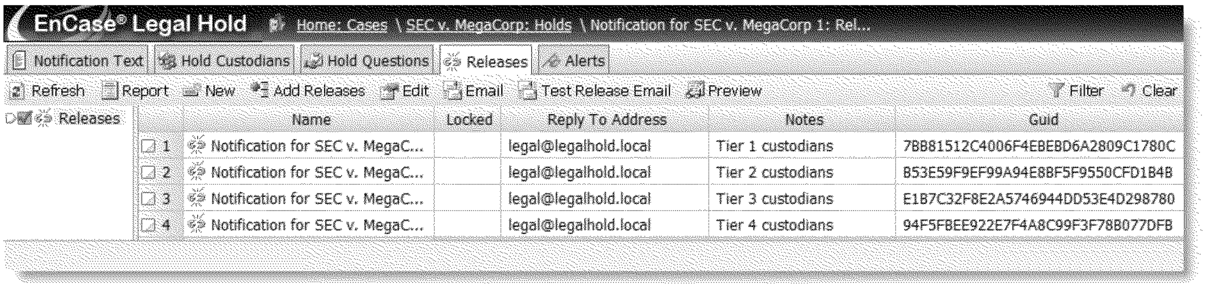


Figure 6-4 Open the hold to add a release

5. Click **Add Releases**
   - The Add Release from Hold Library window displays

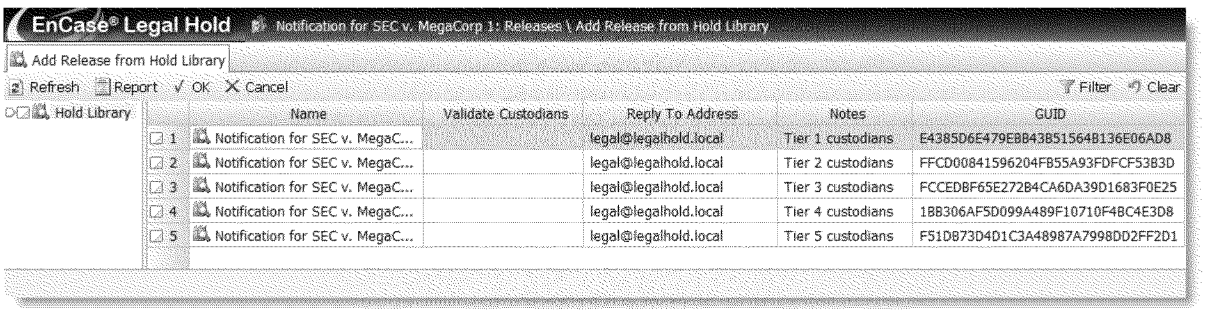


Figure 6-5 Add a release to the hold

6. Select the hold you wish to add as a release and click **OK**
   - A copy of the hold is created as a release and associated with the case

     NOTE: Any changes you make to the hold in the Hold Library will not affect the copy you have just associated with the case. This enables you to use the same source hold for several cases simultaneously.

Modifying the Name or Reply-To Address of a Release

If you need to modify the name or reply-to address of a release:

1. Go to a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
    - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab

Figure 6-6 Open a hold to modify the release

5. Select the release you wish to edit
6. Click **Edit**
    - The release dialog appears, displaying the release's current information

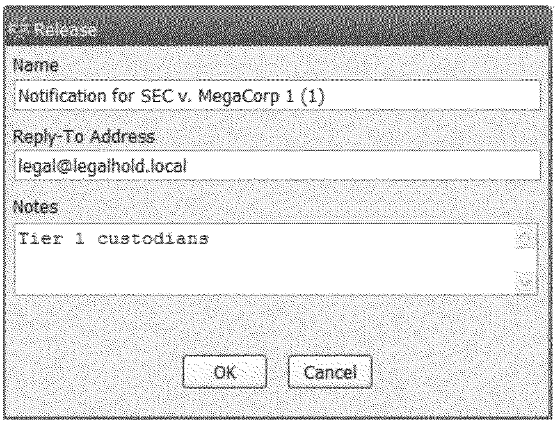


Figure 6-7 Edit the release information

7. Change as needed
8. Click **OK**
    - The changes are saved

Creating Release Email Subject, Body, and Notification Text

To create release email subject, body, and notification text:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release

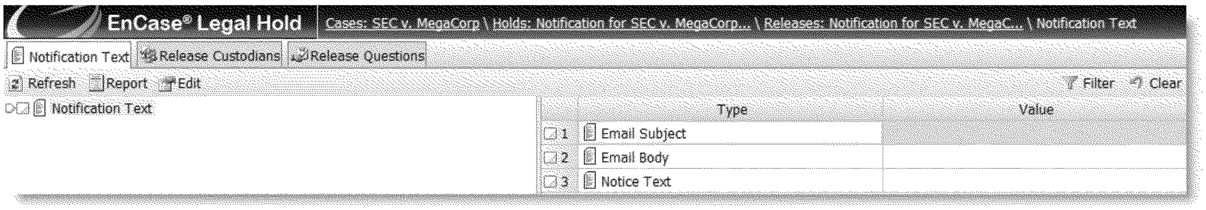


Figure 6-8 Open the release to add the notification text

6. Double-click on a row
   - A text box displays

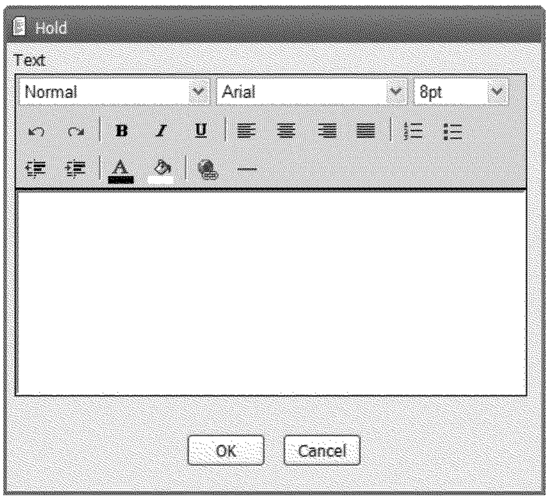


Figure 6-9 Enter the notification text

7. Enter in the subject, body and text, one at a time, and click **OK** after each entry.
   - You can also copy and paste formatted text from Microsoft Word into Legal Hold
     - Most formatting is preserved exactly, however, some formatting such as tables and bullets may have to be slightly adjusted

Modifying Release Email Subject, Body, and Notification Text

If you later need to modify release email subject, body, and notification text:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release
   - Rows for the email subject line, email body, and notification text display in the Notification Text tab

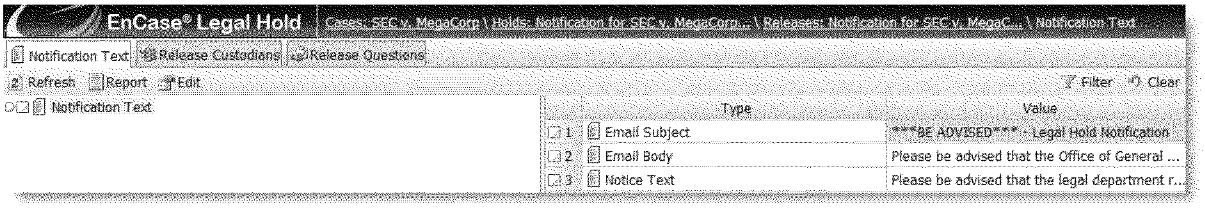


Figure 6-10 Open the release

6. Double-click on the row containing the text you wish to modify
   - A text box displays displaying the current information

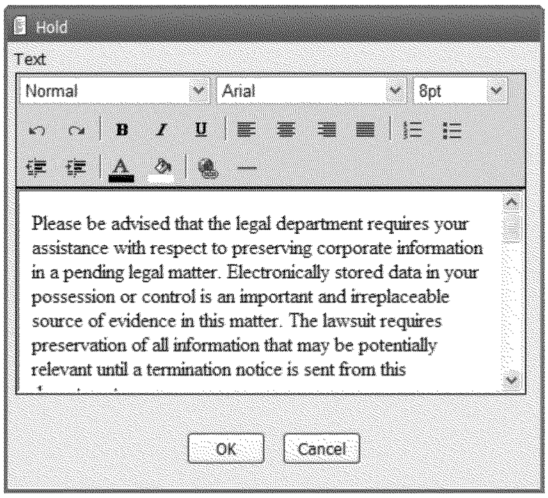


Figure 6-11 Edit the release notification text as needed

7. Make your edits and click **OK**

SELECTING RELEASE CUSTODIANS

You are now ready to add custodians to the release.

Adding a Custodian to a Release

To add a custodian to a release:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release
6. Open the Release Custodians tab

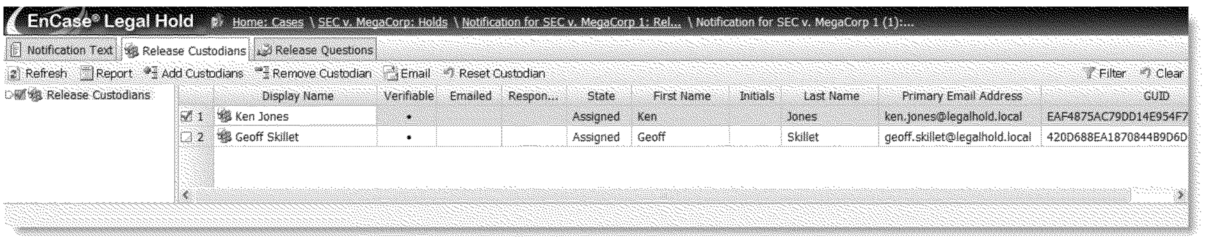


Figure 6-12 Open the Releases tab

7. Click **Add Custodians**
   - The Add Custodians window displays, showing all custodians in the hold

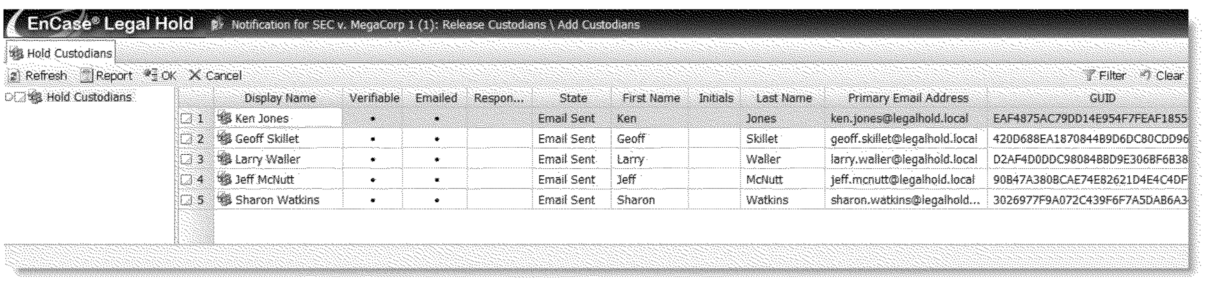


Figure 6-13 Add custodians to the release

8. Select (blue-check) the custodians you wish to add to the release and click **OK**
   - The Add Custodians window closes and returns you to the previous screen

Removing a Custodian from a Release

If you later need to remove custodian(s) from a release:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release
6. Open the Release Custodians tab

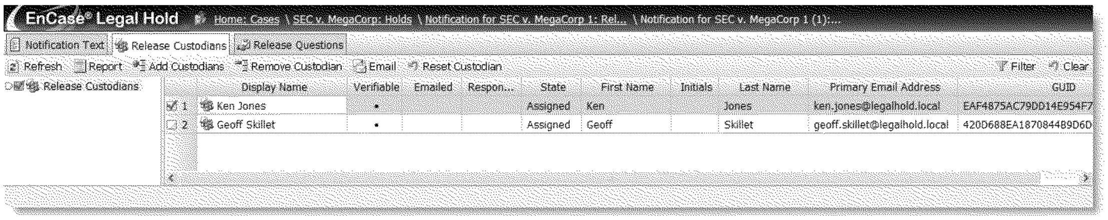


Figure 6-14 Open the release custodians to remove selected

7. Select the custodian(s) you wish to remove from the release
8. Click **Remove Custodian**
   - The selected custodian(s) are removed from the release

   NOTE: You can only remove a custodian if that custodian has not yet been sent the release.

CREATING RELEASE QUESTIONS

You can send questions to the custodians if desired when sending them the release notification. You can only add, remove, or change questions or notification text if you have not yet sent the release.

Creating a New Release Question

To create a new release question:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release
6. Open the Release Questions tab
   - The list of existing questions, if any, displays

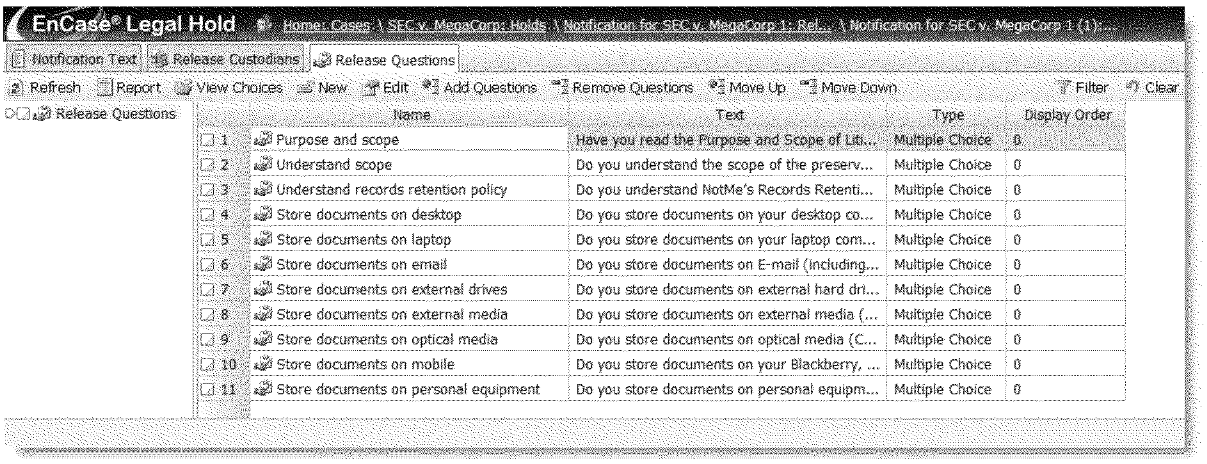


Figure 6-15 Open the Release Questions

7. Click the **New** button
    - The Create Question dialog appears

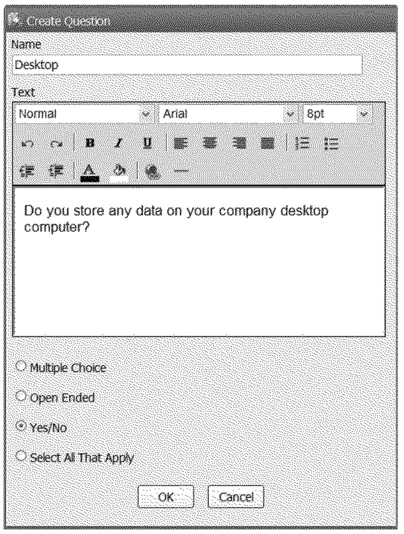


Figure 6-16 Enter the question data

8. Fill in the fields
    - Give the question a name
        - You can also copy and paste formatted text from Microsoft Word into Legal Hold
            - Most formatting is preserved exactly; however, some formatting, such as tables and bullets, may have to be slightly adjusted
    - Type the text of the question itself in the text box
        - You can copy and paste formatted text from Microsoft Word into Legal Hold
            - Most formatting is preserved exactly, however, some formatting such as tables and bullets may have to be slightly adjusted
    - Select the question type
        - You can determine the set of answers for multiple choice questions in the next steps
            - Multiple-choice questions can only have one answer; questions do not have the option to select all
            - Open-ended questions allow the custodian to enter any answer they want; they are not constrained to a predefined set of choices
9. Click **OK**
    - The new question is created
10. If you have created a multiple-choice question, double-click on the new question
    - The Choices window displays

11. Click **New**
    - The Choice dialog displays

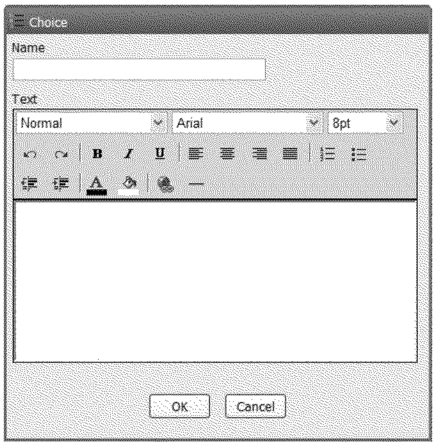


Figure 6-17 Choice dialog box

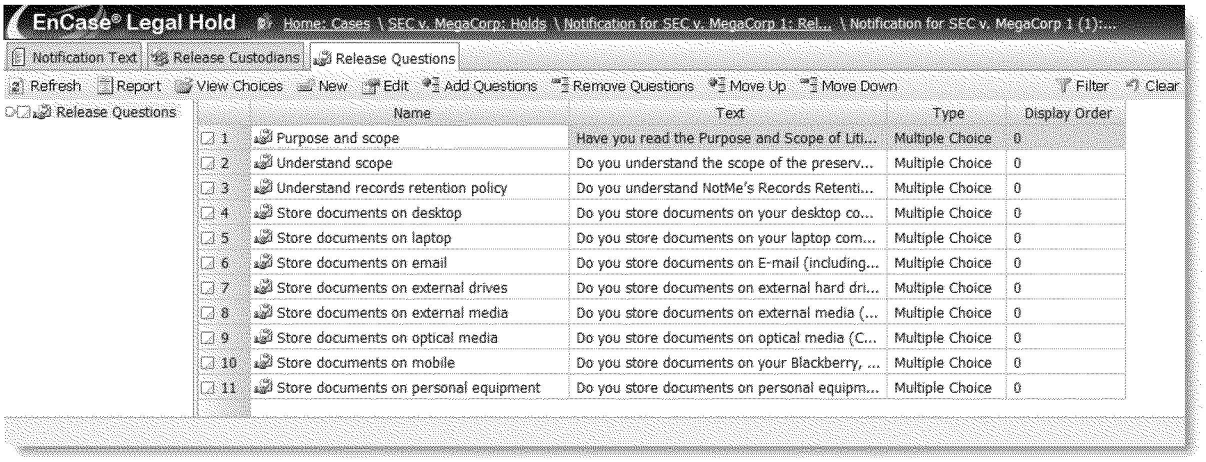
12. Fill in the fields
    - Give the choice a name
    - Type the text of the choice itself in the text box
13. Click **OK**
    - The new choice is now associated with the question

Adding an Existing Question to a Release

You can add an existing question to a release:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
    - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release

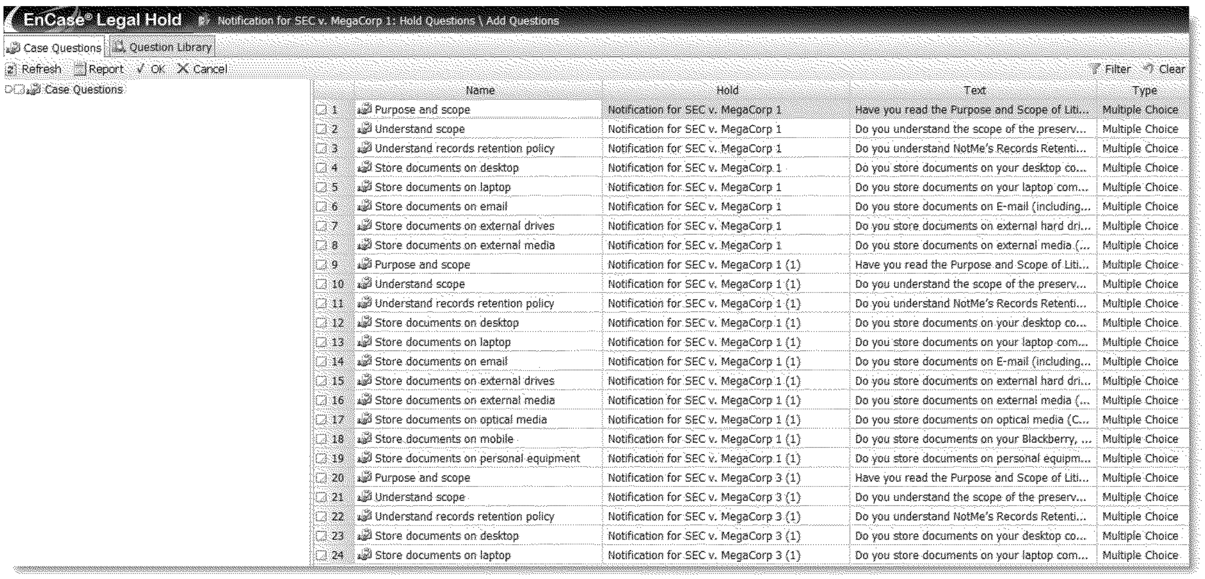
6. Open the Release Questions tab
   - The list of existing questions, if any, displays



	Name	Text	Type	Display Order
1	Purpose and scope	Have you read the Purpose and Scope of Liti...	Multiple Choice	0
2	Understand scope	Do you understand the scope of the preserv...	Multiple Choice	0
3	Understand records retention policy	Do you understand NotMe's Records Retenti...	Multiple Choice	0
4	Store documents on desktop	Do you store documents on your desktop co...	Multiple Choice	0
5	Store documents on laptop	Do you store documents on your laptop com...	Multiple Choice	0
6	Store documents on email	Do you store documents on E-mail (including...	Multiple Choice	0
7	Store documents on external drives	Do you store documents on external hard dri...	Multiple Choice	0
8	Store documents on external media	Do you store documents on external media (...	Multiple Choice	0
9	Store documents on optical media	Do you store documents on optical media (C...	Multiple Choice	0
10	Store documents on mobile	Do you store documents on your Blackberry, ...	Multiple Choice	0
11	Store documents on personal equipment	Do you store documents on personal equipm...	Multiple Choice	0

Figure 6-18 Open the release questions

7. Click **Add Questions**
   - The Add Questions window displays, showing the list of questions currently in the case



	Name	Hold	Text	Type
1	Purpose and scope	Notification for SEC v. MegaCorp 1	Have you read the Purpose and Scope of Liti...	Multiple Choice
2	Understand scope	Notification for SEC v. MegaCorp 1	Do you understand the scope of the preserv...	Multiple Choice
3	Understand records retention policy	Notification for SEC v. MegaCorp 1	Do you understand NotMe's Records Retenti...	Multiple Choice
4	Store documents on desktop	Notification for SEC v. MegaCorp 1	Do you store documents on your desktop co...	Multiple Choice
5	Store documents on laptop	Notification for SEC v. MegaCorp 1	Do you store documents on your laptop com...	Multiple Choice
6	Store documents on email	Notification for SEC v. MegaCorp 1	Do you store documents on E-mail (including...	Multiple Choice
7	Store documents on external drives	Notification for SEC v. MegaCorp 1	Do you store documents on external hard dri...	Multiple Choice
8	Store documents on external media	Notification for SEC v. MegaCorp 1	Do you store documents on external media (...	Multiple Choice
9	Purpose and scope	Notification for SEC v. MegaCorp 1 (1)	Have you read the Purpose and Scope of Liti...	Multiple Choice
10	Understand scope	Notification for SEC v. MegaCorp 1 (1)	Do you understand the scope of the preserv...	Multiple Choice
11	Understand records retention policy	Notification for SEC v. MegaCorp 1 (1)	Do you understand NotMe's Records Retenti...	Multiple Choice
12	Store documents on desktop	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on your desktop co...	Multiple Choice
13	Store documents on laptop	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on your laptop com...	Multiple Choice
14	Store documents on email	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on E-mail (including...	Multiple Choice
15	Store documents on external drives	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on external hard dri...	Multiple Choice
16	Store documents on external media	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on external media (...	Multiple Choice
17	Store documents on optical media	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on optical media (C...	Multiple Choice
18	Store documents on mobile	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on your Blackberry, ...	Multiple Choice
19	Store documents on personal equipment	Notification for SEC v. MegaCorp 1 (1)	Do you store documents on personal equipm...	Multiple Choice
20	Purpose and scope	Notification for SEC v. MegaCorp 3 (1)	Have you read the Purpose and Scope of Liti...	Multiple Choice
21	Understand scope	Notification for SEC v. MegaCorp 3 (1)	Do you understand the scope of the preserv...	Multiple Choice
22	Understand records retention policy	Notification for SEC v. MegaCorp 3 (1)	Do you understand NotMe's Records Retenti...	Multiple Choice
23	Store documents on desktop	Notification for SEC v. MegaCorp 3 (1)	Do you store documents on your desktop co...	Multiple Choice
24	Store documents on laptop	Notification for SEC v. MegaCorp 3 (1)	Do you store documents on your laptop com...	Multiple Choice

Figure 6-19 List of case questions

8. Click the **Question Library** tab to see a list of questions in the global library

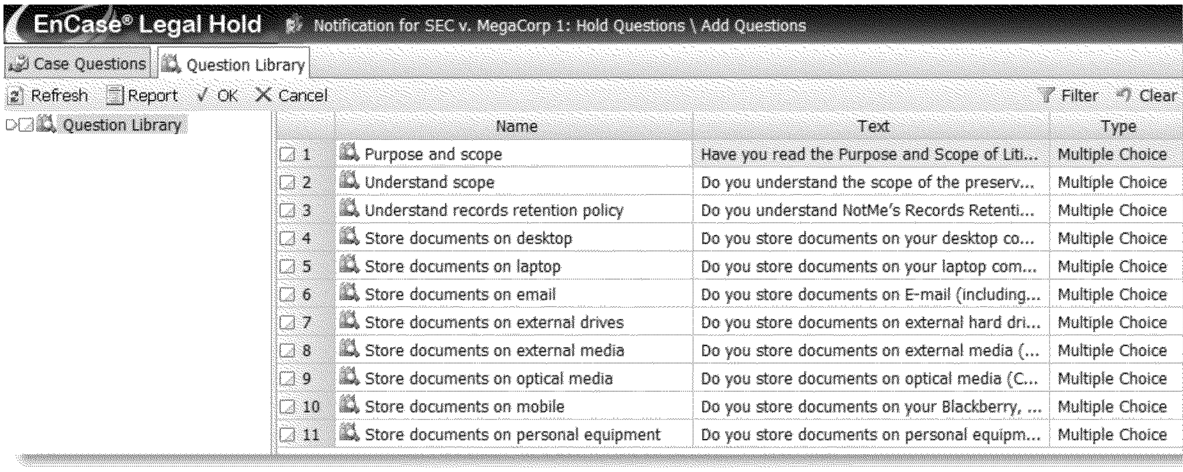


Figure 6-20 Question Library

9. Select the question(s) you wish to add and click **OK**
   - The selected questions are added to the currently active release

Removing a Release Question

You are able to remove a release question if necessary:

1. Open a release for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
   - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab
5. Double-click on the desired release

6. Open the **Release Questions** tab
    - The list of existing questions displays

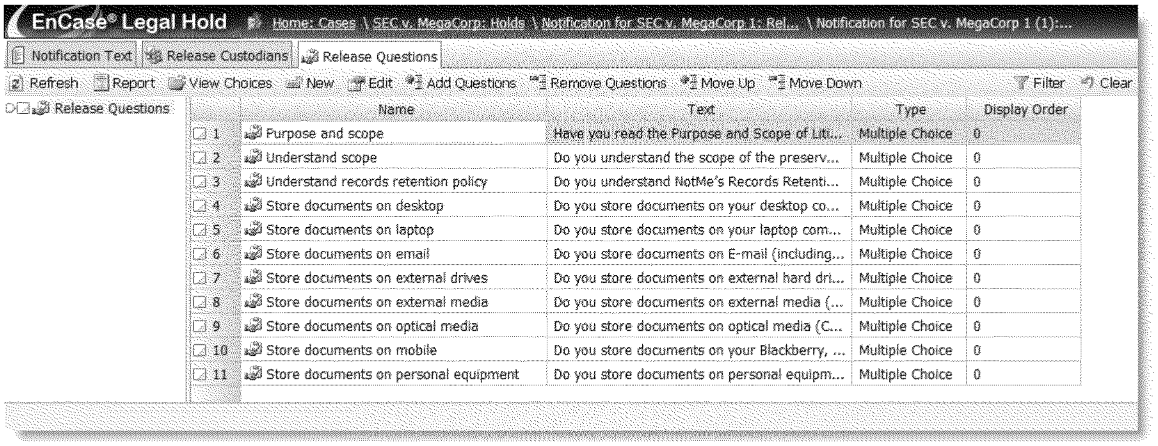


Figure 6-21 Release Questions

7. Select the question(s) you wish to remove
8. Click **Remove Questions**
    - The questions are removed from the release but remain stored in the Question Library

SENDING A RELEASE

You are now ready to send the release to the appropriate custodian(s).

To send a release:

1. Go to the releases for a hold in your current case
2. From the Cases tab on the Legal Hold home page, double-click on the desired case name
    - A list of holds in the case appears
3. Double-click on the desired hold
4. Click the **Releases** tab

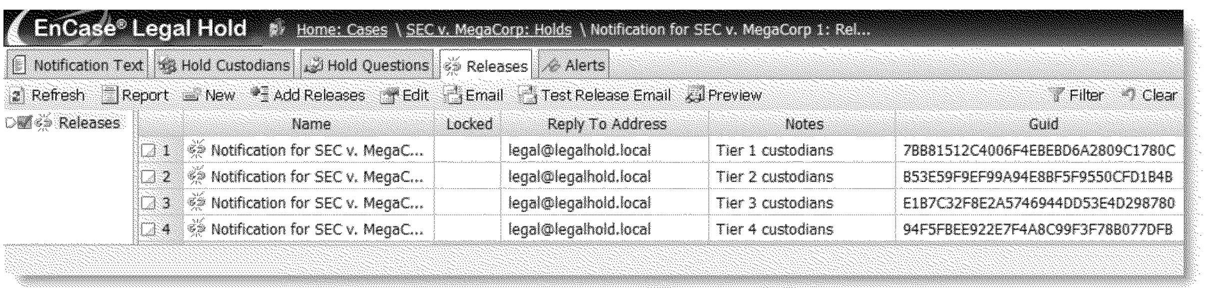


Figure 6-22 Select a hold to send the release

5. Select the release(s) you wish to send
6. Click **Email**
   - The Send Hold dialog appears

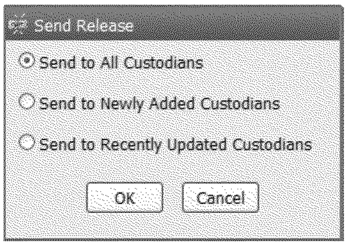


Figure 6-23 Send the release

7. Select one option:
   - **Send to All Custodians** – Sends the release to all custodians currently associated with the release
   - **Send to Newly Added Custodians** – Sends the release to all custodians that you have added since you last sent this release notification
   - **Send to Recently Updated Custodians** – Sends the release to all custodians that have been reset or have had any change of content information since you last sent this release notification
8. Click **OK**
   - You have now released the custodians from the hold

Notes

Notes

Notes

Lesson 7

Reporting from EnCase® Legal Hold

REPORTING OVERVIEW

You can create a variety of reports in EnCase® Legal Hold (Legal Hold). Clicking the Report button on any screen gives you a list of reports currently available to you.

Reports in Legal Hold are case based. Reports show only information relating to the currently active case.

You can generate any report in Legal Hold in either RTF or HTML format. To do so:

- For RTF reports a dialog displays with a link to the new report after the report is generated

Figure 7-1 Link to RTF report

  - Right-click the link to download and save the report to an appropriate location
  - Click **Close** to cancel without downloading the file

- For HTML reports a new browser window or tab displays the report after it is generated

AUDITING AND LOGGING OF INFORMATION

Legal Hold audits and logs the legal hold process to provide several detailed reports, which are available to you and your legal team.

Hold notifications

- Custodians added to hold
- Custodians removed from hold
- Custodians reset in hold
- Hold answers submitted by custodians
- Hold notification email sent to custodians
- Hold notification viewed by custodian (via clicking on link)

Releases

- Custodians added to release
- Custodians removed from release
- Release notification email sent to custodians
- Custodians released from hold
- Release notification viewed by custodians (via clicking on link)
- Release answers submitted by custodians
- Custodians reset in release

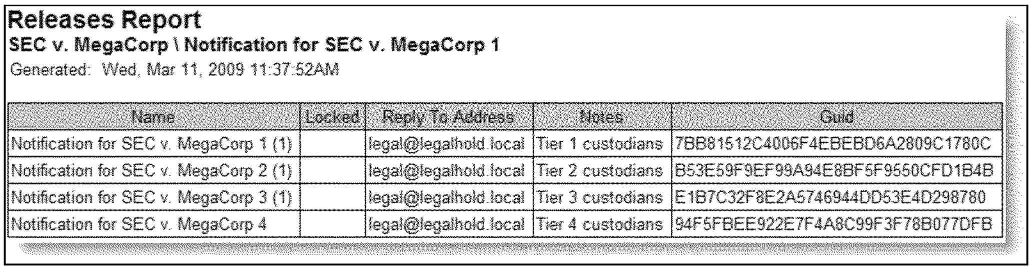
Custodians

- Custodian’s email addresses added in the case
- Custodian’s email addresses deleted in the case
- Custodian’s email addresses modified in the case

We will now review how to generate the reports.

CURRENT VIEW REPORT

The current view report is available from any screen that shows a Report button and contains all selected (blue-checked) items in the table part of the contents of the screen you are currently viewing.



Releases Report

SEC v. MegaCorp \ Notification for SEC v. MegaCorp 1

Generated: Wed, Mar 11, 2009 11:37:52AM

Name	Locked	Reply To Address	Notes	Guid
Notification for SEC v. MegaCorp 1 (1)		legal@legalhold.local	Tier 1 custodians	7BB81512C4006F4EBEBD6A2809C1780C
Notification for SEC v. MegaCorp 2 (1)		legal@legalhold.local	Tier 2 custodians	B53E59F9EF99A94E8BF5F9550CFD1B4B
Notification for SEC v. MegaCorp 3 (1)		legal@legalhold.local	Tier 3 custodians	E1B7C32F8E2A5746944DD53E4D298780
Notification for SEC v. MegaCorp 4		legal@legalhold.local	Tier 4 custodians	94F5FBEE922E7F4A8C99F3F78B077DFB

Figure 7-2 Output of the current view report

Generating a Current View Report

To generate a current view report:

1. In any screen select the item(s) to be included in the report
2. Click **Report**
    - The Generate Report dialog displays

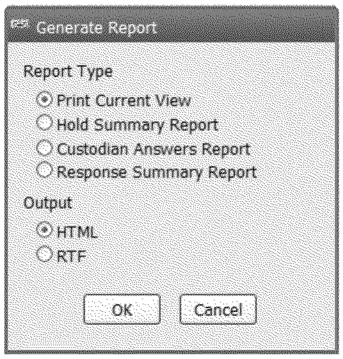


Figure 7-3 Generate Report dialog box

NOTE: This dialog displays reports that are currently available based on the screen you are viewing.

3. If not already selected, choose **Print Current View**
4. Select your preferred output format and click **OK**
   - The status of your report generation appears in the bottom left of your screen

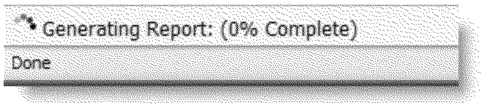


Figure 7-4 Report generating

HOLD SUMMARY REPORT

The Hold Summary Report is an executive level overview of one or more holds. It provides you with information about the hold, when it was sent out, how many custodians are affected by the hold, the status of the custodians, and the statistical breakdown of how they answered the questions in the hold.

This report is available when you are working in the holds area and provides information for all selected items.

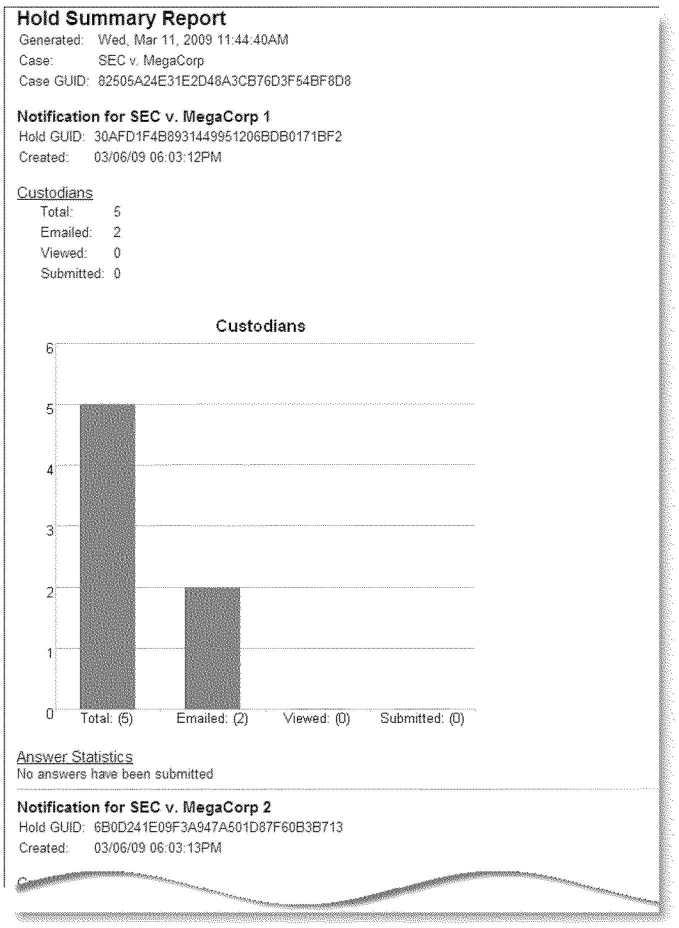


Figure 7-5 Hold Summary Report

Generating a Hold Summary Report

To generate a hold summary report:

1. Go to a hold within your current case
2. From the Cases tab on the Legal Hold home page, double-click on the case name
   - A list of holds in the case appears

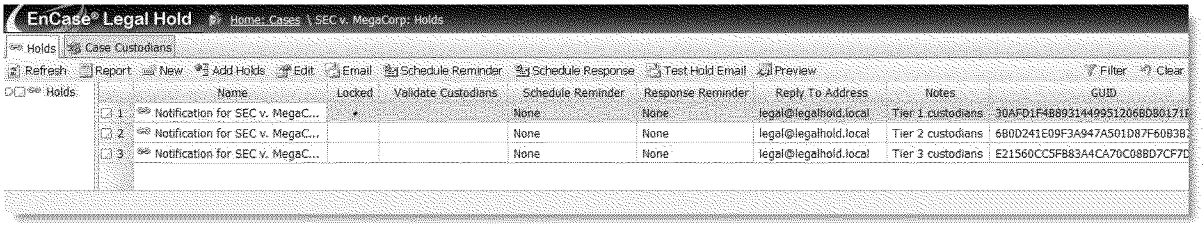


Figure 7-6 Holds tab for report generation

3. Select (blue-check) the hold(s) to be included in the report
4. Click **Report**
   - The Generate Report dialog displays

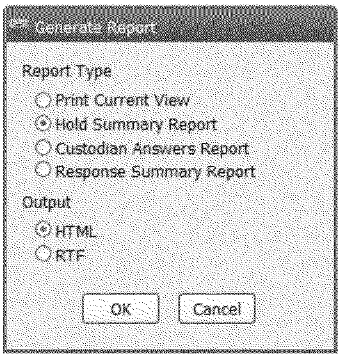


Figure 7-7 Hold Summary Report dialog box

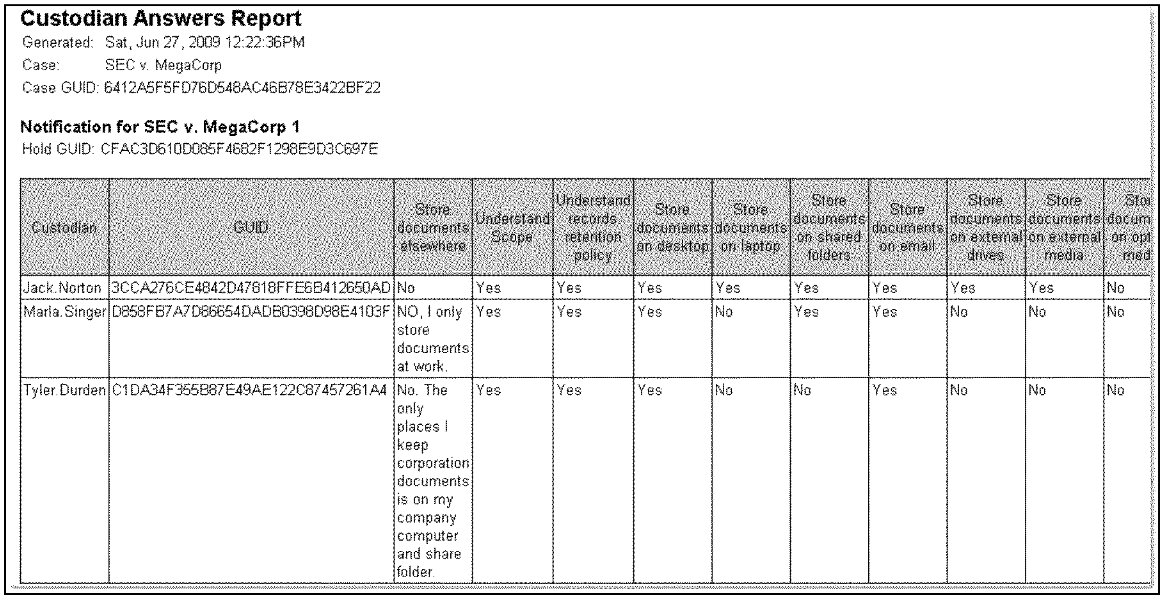
NOTE: This dialog displays reports that are currently available based on the screen you are viewing.

5. Choose **Hold Summary Report**
6. Select your preferred output format and click **OK**
   - The status of your report generation appears in the bottom left of your screen

CUSTODIAN ANSWERS REPORT

The Custodian Answers Report contains the details that are summarized by the hold summary report. It provides you with a breakdown of every answer by every custodian in the hold. It presents the details in an organized way to facilitate easier analysis.

This report is available when you are working in the holds area and provides information for all selected items.



Custodian Answers Report

Generated: Sat, Jun 27, 2009 12:22:36PM
Case: SEC v. MegaCorp
Case GUID: 6412A5F5FD76D548AC46B78E3422BF22

Notification for SEC v. MegaCorp 1

Hold GUID: CFAC3D610D085F4682F1298E9D3C697E

Custodian	GUID	Store documents elsewhere	Understand Scope	Understand records retention policy	Store documents on desktop	Store documents on laptop	Store documents on shared folders	Store documents on email	Store documents on external drives	Store documents on external media	Sto docum on opt med
Jack.Norton	3CCA276CE4842D47818FFE6B412650AD	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Marla.Singer	D858FB7A7D86654DADB0398D98E4103F	NO, I only store documents at work.	Yes	Yes	Yes	No	Yes	Yes	No	No	No
Tyler.Durden	C1DA34F355B87E49AE122C87457261A4	No. The only places I keep corporation documents is on my company computer and share folder.	Yes	Yes	Yes	No	No	Yes	No	No	No

Figure 7-8 Custodian Answers Report

Generating a Custodian Answers Report

To generate a custodian answers report:

1. Open the desired case
2. From the Legal Hold home page, click the **Cases** tab
3. Double-click on the case name
   - You are now in the selected case

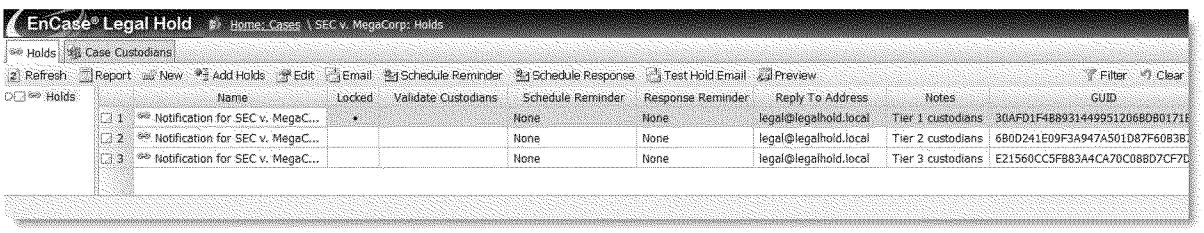


Figure 7-9 Holds tab for Custodian Answers Report

4. Select the hold(s) to be included in the report
5. Click **Report**
    - The Generate Report dialog displays

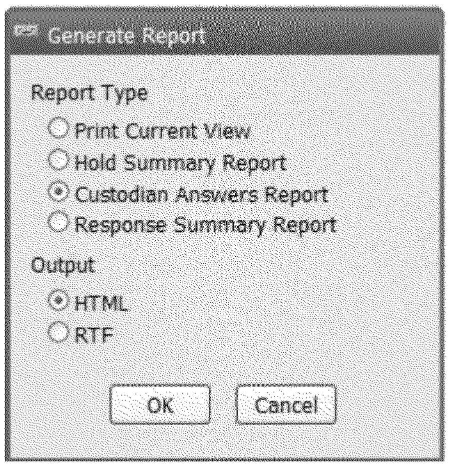


Figure 7-10 Custodian Answers Report dialog box

NOTE: This dialog displays reports that are currently available based on the screen you are viewing.

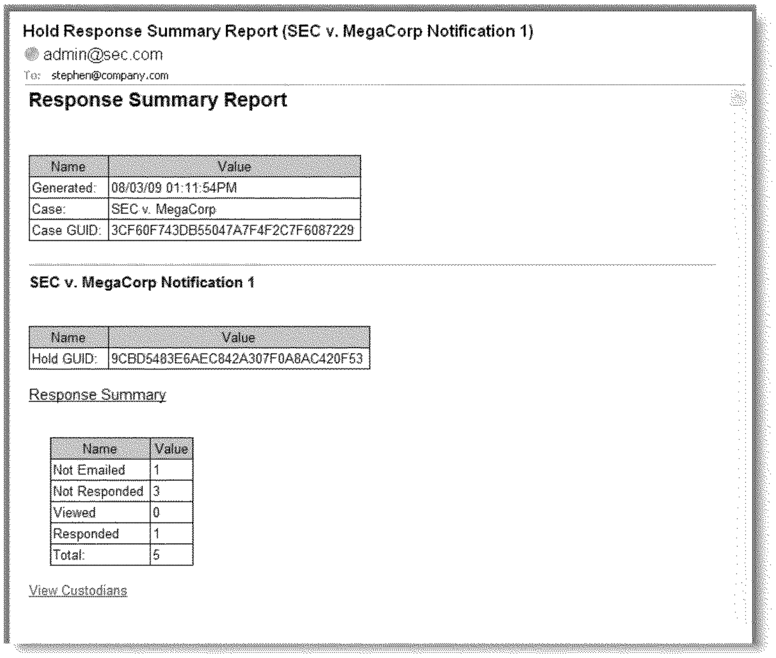
6. Choose **Custodian Answers Report**
7. Select your preferred output format and click **OK**
    - The status of your report generation appears in the bottom left of your screen

RESPONSE SUMMARY REPORT

The response summary report shows all custodians who have:

- Answered the hold notification
- Viewed but not responded to the hold notification
- Neither viewed nor responded to the hold notification

This report is available when you are working in the holds area and provides information for all selected items. This report is also sent with any alerts you may choose to send to select administrators.


Hold Response Summary Report (SEC v. MegaCorp Notification 1)
admin@sec.com
To: stephen@company.com

Response Summary Report

Name	Value
Generated:	08/03/09 01:11:54PM
Case:	SEC v. MegaCorp
Case GUID:	3CF60F743DB55047A7F4F2C7F6087229

SEC v. MegaCorp Notification 1

Name	Value
Hold GUID:	9CBD5483E6AEC842A307F0A8AC420F53

Response Summary

Name	Value
Not Emailed	1
Not Responded	3
Viewed	0
Responded	1
Total:	5

View Custodians

Figure 7-11 Response Summary Report

To generate a response summary report:

1. Open the desired case
    - From the Legal Hold home page, click the Cases tab.
    - Double-click on the case name
        - You are now in the selected case

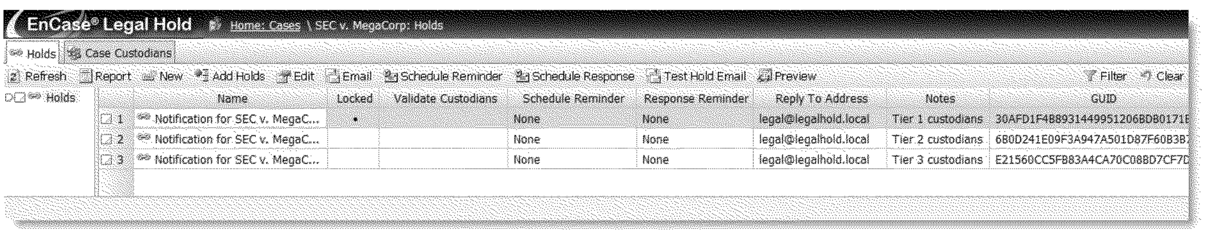


Figure 7-12 Holds tab

2. Select the hold(s) to be included in the report
3. Click **Report**
   - The Generate Report dialog displays

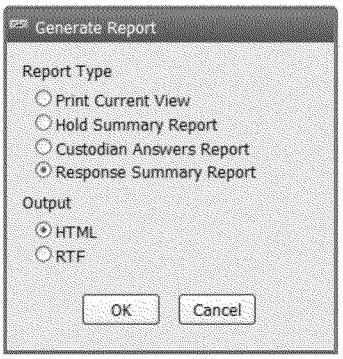


Figure 7-13 Generate Report dialog box

NOTE: This dialog displays reports that are currently available based on the active screen.

4. Choose **Response Summary Report**
5. Select your preferred output format and click **OK**
   - The status of your report generation appears in the bottom left of your screen

CUSTODIAN HOLD HISTORY REPORT

The Custodian Hold History Report provides a detailed timeline of all hold-related activities for a given hold. This includes when a custodian was added to the case or added to the hold, when email notifications were sent, when a response was sent, when the custodian was added to a release, among other hold-related information. The information in this report spans all holds in a case for the selected custodians.

This report is available when you are working in the Case Custodians tab of the case.

Custodian Hold History Report

Generated:	Sat, Jun 27, 2009 12:49:28PM
Case:	SEC v. MegaCorp
Case GUID:	6412A5F5FD76D548AC46B78E3422BF22

Jack.Norton

GUID:	3CCA276CE4842D47818FFE6B412650AD

Date	Action	Actor	Hold	Hold GUID
Tue, Jun 16, 2009 07:31:56PM	Added to hold	Student	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 04:46:53PM	Hold email sent	Student	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 05:45:16PM	Hold viewed	Student	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 05:46:05PM	Hold viewed		Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 06:09:13PM	Hold viewed		Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 06:11:21PM	Hold submitted	GSI \Jack.Norton	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Mon, Jun 22, 2009 06:33:10PM	Hold email sent	Student	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Tue, Jun 23, 2009 07:22:18PM	Added to release	Student	Release Notification	E433A7EF6B4ABE468AE526BC7E27A431
Tue, Jun 23, 2009 07:25:18PM	Released	Student	Notification for SEC v. MegaCorp 1	CFAC3D610D085F4682F1298E9D3C697E
Tue, Jun 23, 2009 07:25:18PM	Release email sent	Student	Release Notification	E433A7EF6B4ABE468AE526BC7E27A431
Thu, Jun 25, 2009 03:43:37PM	Release viewed	Student	Release Notification	E433A7EF6B4ABE468AE526BC7E27A431
Thu, Jun 25, 2009 03:47:21PM	Release viewed		Release Notification	E433A7EF6B4ABE468AE526BC7E27A431
Thu, Jun 25, 2009 04:01:30PM	Release viewed		Release Notification	E433A7EF6B4ABE468AE526BC7E27A431

Figure 7-14 Custodian Hold History Report

Generating a Custodian Hold History Report

To generate a custodian hold history report:

1. Open the desired case
2. From the Legal Hold home page, click the **Cases** tab
3. Double-click on the case name
    - You are now in the selected case

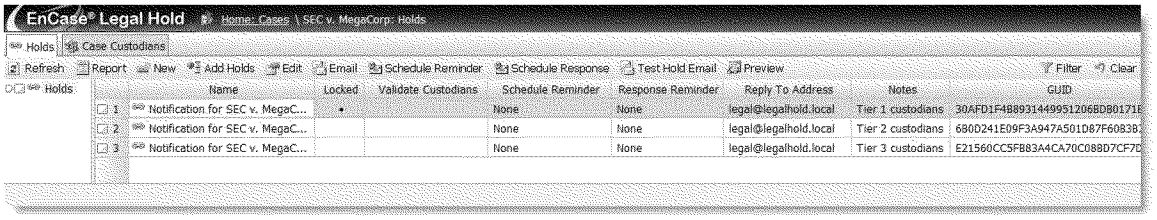


Figure 7-15 Holds tab for a Custodian Hold History Report

4. Open the Case Custodians tab
    - The list of custodians in the case displays

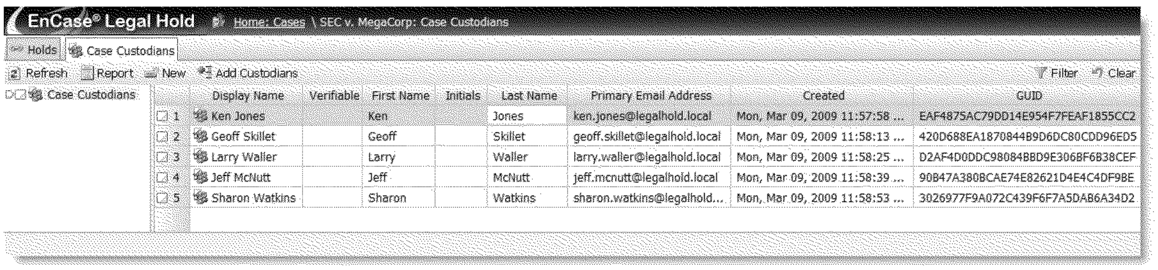


Figure 7-16 Select the custodians for the report

5. Select (blue-check) the custodian(s) to be included in the report
6. Click **Report**
    - The Generate Report dialog displays

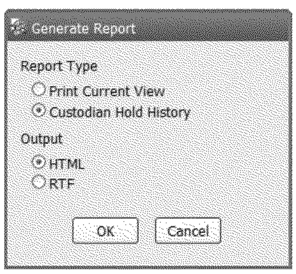


Figure 7-17 Custodian Hold History Report dialog box

NOTE: This dialog displays reports that are currently available based on the screen you are viewing.

7. Choose **Custodian Hold History**
8. Select your preferred output format and click **OK**
   - The status of your report generation appears in the bottom left of your screen

CUSTODIAN JOB HISTORY REPORT

The Custodian Job History Report is an executive summary report on how much data has been collected in a particular case organized by jobs. It provides statistics on all the collection and processing jobs in a given case organized by custodian.

This report is geared for EnCase® Command Center users, and is related to collection only. For more information, please refer to the EnCase Command Center User's Guide.

This report is available when you are in the **Cases** tab.

Custodian Job History Report
Generated: Mon, Mar 23, 2009 01:16:07PM

SEC v. MegaCorp
Case GUID: 7903433A64DF1F4FBDB2B99429A7189A
Case Created: Mon, Mar 23, 2009 12:29:49PM

Custodians
Name: Beerman, Nick
GUID: F9F872D2C2AADE44817BAA3017AB550

Type	Total Targets	Completed Targets	Collected	Scanned	Bytes Collected	Bytes Scanned
Files	1	1	4	4824	17.93 KB	128.76 MB
Mail	0	0	0	0	0 B	0 B

Name: Faherty, Russell
GUID: 8D80008CCE48D64F9DF867355F748204

Type	Total Targets	Completed Targets	Collected	Scanned	Bytes Collected	Bytes Scanned
Files	3	3	9	14472	53.33 KB	386.29 MB
Mail	0	0	0	0	0 B	0 B

Figure 7-18 Custodian Job History Report

Generating a Custodian Job History Report

To generate a custodian job history report:

1. Open the desired case
2. From the Legal Hold home page, click the **Cases** tab

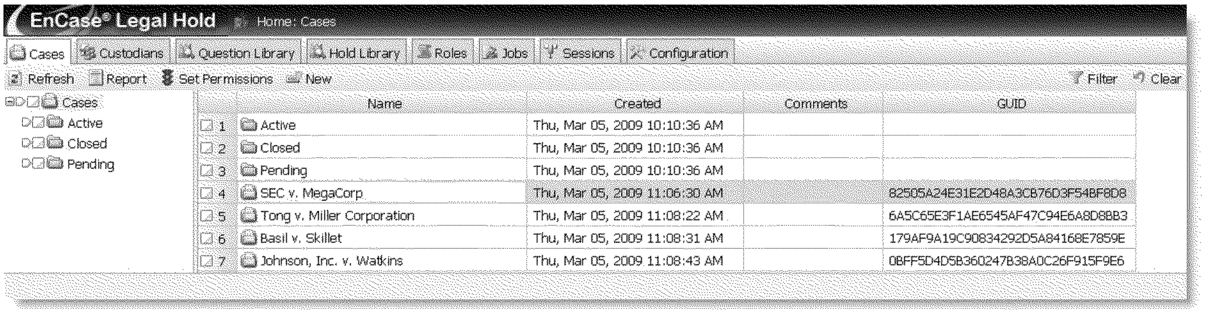


Figure 7-19 Case view for Custodian Job History Report

3. Select the case you wish to use in the report
4. Click **Report**
   - The Generate Report dialog displays

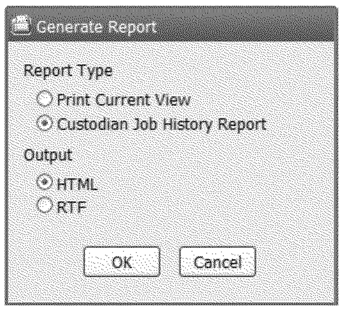


Figure 7-20 Custodian Job History Report dialog box

5. Choose **Custodian Job History Report**
6. Select your preferred output format and click **OK**
   - The status of your report generation appears in the bottom left of your screen

Notes

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